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Supply

**PURCHASE REQUEST/MILITARY
INTERDEPARTMENTAL PURCHASE
REQUEST (PR/MIPR) OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes procedures for initiation and processing of PR/MIPRs for central procurement of sustainment requirements--the acquisition of consolidated Air Force-wide requirements for logistics materiel and services. It pertains to PR/MIPRs for purchases of consumable and reparable spares; equipment items; repair services and data for these items; and other centrally acquired services. This includes acquisitions of goods and services for local use in support of department-wide requirements (e.g., repair parts for depot maintenance). With the exceptions detailed below, this instruction will be used by all AFMC activities with central acquisition responsibilities. It does not apply to local purchase, which is the authorized acquisition of materiel, supplies, or services by an installation solely for its own use. AFMC organizations submitting requirements for local purchase will use an AF Form 9, **Request for Purchase**. AFMC organizations submitting requirements for Contractor Engineering and Technical Services (CETS) will use an AF Form 255a, **Technical Services Requirements**. PR/MIPRs initiated by product centers, test centers, or labs and forwarded to Air Logistics Centers (ALCs) for action must conform to the format and content specified in this instruction. PR/MIPR initiators are responsible for the completeness of the PR/MIPR unless otherwise agreed in advance by the accepting ALC. It does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISION

This instruction provides guidance for initiation and processing PR/MIPRS for central procurement of sustainment requirements--the acquisition of consolidated Air Force-wide requirements for logistics materiel and services. It additionally, provides instruction for the use of the required forms to initiate a PR starting with the Form 36 and all of the necessary continuation sheets required to complete a PR package. Instructions for the use of additional forms that may be required to complete a PR/MIPR are included. Where necessary the FAR reference was used to provide guidance as appropriate.

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Chapter 1

GENERAL OVERVIEW

1.1. Purpose. This instruction provides general policy guidance for the PR/MIPRs process with emphasis on the preparation and processing of sustainment PR/MIPRs for centrally procured items and services. This includes equipment, supplies, material, repair/maintenance, and engineering services. This also provides general policy guidance for the PR/MIPR process. Detailed guidance is contained in following chapters.

1.2. Policies.

1.2.1. All AFMC activities with central procurement responsibilities will process sustainment PR/MIPRs in accordance with this instruction. Each center will designate a central focal point for this instruction and its local supplements.

1.2.2. Unless otherwise stated, this instruction takes precedence over all other AFMC and lower level directives concerning the processing of PR/MIPRs. (However, this instruction does not take precedence over the AFMCFARS.) The content of this instruction has been closely screened to ensure compliance with higher level directives. Apparent conflicts with other directives should be identified to HQ AFMC/LGI for resolution.

1.2.3. Several directorates and functions share responsibility for processing PR/MIPRs. The requirements activity and the Directorate of Contracting are heavily involved with PR/MIPR processing. However, the Competition Advocate, Financial Management, Technology and Industrial Support, and distribution activities also play a significant role. Each activity will establish an effective means to receive and control PR/MIPRs and associated documents as they are processed within the activity.

1.2.4. The PR/MIPR initiator owns the requirement, and therefore is responsible for ensuring the effective processing of the PR/MIPR throughout the process. When problems arise in areas outside the initiator's control, the initiator must request prompt management attention.

1.2.5. To allow effective response to customer needs and flexibility in the face of mission or environment changes, prompt PR/MIPR processing is required. Delays will not only decrease our responsiveness and flexibility but will also jeopardize funding support by allowing some funds to expire when not obligated. In either case, mission support suffers. Therefore, every effort must be made to minimize administrative lead time (ALT).

1.2.6. The Department of Defense (DoD) Coordinated Acquisition Program provides for single-service procurement of common-use items for all DoD users. See DFARS Subpart 208.7, Coordinated Acquisitions for general policy information and DFARS 253.208 for instructions on preparation and use of DD Form 448, **Military Interdepartmental Purchase Request** and DD Form 448-2, **Acceptance of MIPR**. These requirements will be worked according to the priority assigned by the originator. They will not be set aside while lower-priority in-house requirements are worked.

1.2.7. Terms and acronyms used in this instruction are defined in the text when first used.

1.3. Pre-approval Of Waivers To This Instruction. This instruction prescribes a baseline process with certain mandatory actions that must be completed in order to satisfy higher level regulatory or public law requirements. For clarity, every required action has a responsible functional area indicated. However, HQ

AFMC recognizes the need for flexibility at the local level. Therefore, local management may assign responsibilities defined in this instruction to different functional areas provided that:

1.3.1. The activity required (e.g., review of the package) is still accomplished--only the "doer" is changed. (Local initiatives which change the activity required will require HQ AFMC review, especially when the activity is driven by higher level policy.)

1.3.2. The change to the baseline responsibilities is formally documented by local supplement to this instruction, with distribution to include HQ AFMC/LGI. (Local policy letters, operating instructions, etc. are not sufficient for this purpose.)

1.4. Overview of the PR/MIPR Process. The Incoming/Outgoing PR/MIPR process is described in chapters 23-34.

1.4.1. The PR/MIPR process defined in this instruction consists of those actions that change a known requirement into a "procurable package." A procurable shall be prepared by the Acquisition Planning Team as prescribed in paragraph 1.4.3.3. This procurable package contains all the information that the buyer needs in order to clearly communicate what we need to all potential sources. In this instruction, the term "Purchase Request" or "PR" refers to a package consisting of a mechanized or manual PR, AFMC Form 36, **Purchase Request**, with the appropriate attachments. The term "Military Interdepartmental Purchase Request" or "MIPR" refers to a package consisting of a DD Form 448 with the appropriate attachments. The specific form number or a phrase such as "face of the PR/MIPR" refers to the PR/MIPR form itself.

1.4.2. Ideally, the PR/MIPR initiator will know the requirement well in advance of the actual "need date" to allow for normal processing time. Such requirements can be worked through the PR/MIPR process with "routine" priority. Those that are needed sooner must still go through much the same process, but are accorded higher priority levels and are worked ahead of the routines.

1.4.3. PR/MIPR Process. The following paragraphs outline the typical PR/MIPR process. The required actions are spelled out in greater detail in later chapters.

1.4.3.1. Identify Potential Requirement. This may be in the form of a requirements system projected buy, or other such initial notice.

1.4.3.2. Screen Engineering Data. The responsible Screening Technician will determine if suitable engineering data is available for competitive purchase. This is accomplished for spares and equipment buys through screening by the cognizant weapon system engineer community. Additionally, the engineering and technical specialists will define and document much of the basic technical requirement for item buys. New engineering data (drawings) and/or technical orders may be needed if an item is being modified such that form, fit, and function is affected; or if existing technical data is inadequate, illegible, or otherwise needs replacement. NOTE: The technical authority is the chief engineer of the responsible system or lead engineer of the end-item. Technical authority to define and document the technical requirements may be delegated by the chief engineer of the responsible system or lead engineer of the end-item to those having technical competence and capability to perform the required activities. (See AFMCI 63-1201).

1.4.3.3. Acquisition Planning. This includes using the expertise available in the PR/MIPR initiator's local contracting office. Therefore, prior to making an acquisition strategy decision to procure a requirements using a MIPR, first obtain the advice of your local contracting office. As the primary business advisor, contracting will provide existing regulatory requirements as well as

identifying other potential acquisition alternatives in order to formulate the most effective acquisition strategy.

1.4.3.4. Buy Decision. Interfacing with the financial management processes, the PR/MIPR initiator comes to a final buy decision approved by an appropriate level of management.

1.4.3.5. PR/MIPR Generation and Package Assembly. The PR/MIPR initiator generates the PR. Per local procedures, additional attachments are initiated and attached to the PR. The PR/MIPR may be initiated in one of two ways: mechanized or manual.

1.4.3.6. Log Into Tracking System. The PR/MIPR initiator then passes the PR/MIPR and its attachments to the PR/MIPR Control Activity. The PR/MIPR Control Activity logs the manual PR/MIPR into the Acquisition and Due-in System (J041) (if mechanized, PR/MIPRs will be automatically overlaid).

1.4.3.7. Coordination. The PR/MIPR Control Activity distributes the package for coordination with other internal and external activities. In some cases, this in turn activates other processes. While there are many variations possible, the coordination process will be determined at the local level.

1.4.3.8. Final PR/MIPR Package. At the completion of coordination, with the funds noted initiated or certified/committed, the PR/MIPR is passed to the contracting activity.

1.4.3.9. Pre-award Processing Product Directorate Contracting activity Assign & Review. Within the buying section/branch, the PR/MIPR is assigned to a buyer, information is sent to the tracking data system, and the PR/MIPR is reviewed.

1.4.3.10. Solicitation Preparation. Within the buying section/branch, pre-solicitation determinations and the solicitation document are prepared.

1.4.3.11. Solicitation/Proposal. The buyer executes the solicitation process.

1.4.3.12. Evaluation/Negotiation. After receipt of proposals and abstracting of competitive proposals, the buyer will evaluate and/or negotiate as appropriate. Pre-negotiation review and approval is obtained. Buying personnel review and determine contractor responsibility/responsiveness based on centrally managed data systems. A pre-award survey is arranged if necessary.

1.4.3.13. Contract Preparation. Buyers request commitment of funds, request the contractual document, prepare or request the price negotiation memorandum, and prepare the contract file and various required forms. The forms include document tracking, DoD contract reporting, and approval instruments, as required.

1.4.3.14. Procurement Contracting Officer Sign/Contract Distribution. After the contract is signed it will be reviewed and the post award synopsis will be accomplished. Upon receipt of the contract, funds obligation is recorded by Financial Management.

1.4.3.15. Post award Processing/Contract Management. This covers all actions conducted at the acquiring center after Award including updates to data systems and post award conferences on certain contracts (e.g., repair, Interim Contractor Support, Contractor Logistics Support). Formal contract administration may be retained by the acquiring center or may be delegated to an Administrative Contracting Officer (ACO) in a Defense Logistics Agency organization.

1.4.3.15.1. First Article and Delivery Surveillance. Post award personnel review status and interface with contractors and ACOs to ensure delivery.

1.4.3.15.2. Amended Shipping Instructions (ASI)/Accelerated Delivery Requests (ADR), Terminations and Other Modifications. Contract management personnel or buyers, depending upon type of contract, initiate actions in response to requests from the PR/MIPR initiator.

1.4.3.16. Contract Closeout: Records management personnel review contract files after final delivery to determine whether all funds were expended and also prepare files for storage. Buying personnel may be required to take action to de-obligate excess funds. Interface with financial management, requiring activity, and ACO personnel may be required. The assistance of the production management specialist may be required for closeout of repair and Interim Contractor Support contracts.

Chapter 2

FORMS USED FOR PRS

2.1. Manual PRs. Logistics centers should use AFMC Form 36 only when the nature of the buy precludes use of an electronic PR. PR initiators will use AFMC Form 36 to prepare a "manual" PR. Product centers, test centers, and laboratories use the manual AFMC Form 36 for all buys. Computerized forms must be used. AFMC Form 36 Amendment and Continuation sheets are as follows:

- 2.1.1. AFMC Form 36A, **Purchase Request Amendment.**
- 2.1.2. AFMC Form 36B, **Standard Continuation Sheet.**
- 2.1.3. AFMC Form 36C, **Continuation Sheet for a Multi-Line Item PR.**
- 2.1.4. AFMC Form 36D, **Continuation Sheet for Additional Delivery Schedule Data.**
- 2.1.5. AFMC Form 36E, **Continuation Sheet for Additional Accounting Data.**
- 2.1.6. AFMC Form 36F, **Continuation Sheet for Additional Remarks.**

2.2. Electronic PRs.

2.2.1. The ALCs use the J023 Automated Purchase System to produce mechanized PRs. The system operates with three basic files that contain data necessary to process PRs and contracts. The master record file contains stock numbers, manufacturers (up to five per national stock number (NSN), item descriptions, and packaging information. The master address file contains the facility codes, addresses, and administrative information on each manufacturer used in the system. Automated Delivery Order (ADO) data for NSNs that have ADO contracts is in the third file.

2.2.2. HQ AFMC/LGI will update this regulation as needed to capitalize on new technology for purchase request processing systems.

Chapter 3

GENERAL INSTRUCTIONS

3.1. PR/MIPR Documentation Management.

3.1.1. PR/MIPR Case Files. The PR/MIPR case file consists of the most current complete copy of the PR/MIPR package being built or which was sent to contracting for action. (The backup copy of a bulky attachment may be retained by the document's initiator rather than by The PR/MIPR Control Activity.) The PR/MIPR Control Activity will maintain a file system for all PR/MIPR case files. The PR/MIPR Control Activity will maintain separate file systems for internal PR/MIPRs (created and contracted at own center); outgoing PR/MIPRs (sent to other AFMC centers for contracting action); incoming PR/MIPRs (created at another AFMC center); as well as incoming and outgoing MIPRs.

3.1.1.1. Internal PR/MIPR case files will be destroyed 3 months after all items have been placed on contract or canceled. The original PR/MIPR and associated contracting documents will be retained in contracting files. Once the contract has been awarded, no need will exist for duplicate files in The PR/MIPR Control Activity.

3.1.1.2. Outgoing PR/MIPR case files will be destroyed in accordance with (IAW) general contract case files. The longer retention is necessary because the local contracting activity will not have case files on these PR/MIPRs.

3.1.1.3. Incoming PR/MIPR case files will be destroyed as follows:

3.1.1.3.1. Category I (reimbursable) after final payment.

3.1.1.3.2. Category II (direct funds cite) 3 months after all items have been placed on contract or canceled. The need for retention of these documents corresponds to that for internal PR/MIPRs as the contracting activity will maintain the master contract files.

3.1.2. Lost Documents. The purpose of maintaining a case file in the PR/MIPR Control Activity is to provide backup copies in the event a PR/MIPR is lost. Whether the lost document is an initial "for coordination" PR/MIPR or a final PR/MIPR already dispatched to the contracting activity, the action is as follows. The PR/MIPR Control Activity will prepare a duplicate of the lost document(s). The duplicate will be plainly marked "DUPLICATE PR", and will be identical (including all attachments) to the lost package. The PR/MIPR Control Activity will forward the duplicate to the appropriate office to continue the PR/MIPR processing.

3.1.3. Internal Processing of PR/MIPRs and the PR/MIPR Control Activity. Due to the many offices which must play a role in preparing, coordinating, and executing a PR, each AFMC center shall determine the most effective and efficient organizational structure for the PR/MIPR Control Activity. At the Center Commander's option, this function may be established as a centralized function supporting all involved directorates; decentralized, with each "buying" directorate having their own PR/MIPR Control Activity; or a mixture, with larger buying directorates having their own while smaller directorates share a centralized PR/MIPR Control Activity. The approach selected will be published in the local supplement to this regulation. All PR/MIPR traffic must flow through these functions to maintain proper control. Informal advance copies may be sent point-to-point when needed to speed up problem solving or otherwise help things along; however, the official traffic upon which a purchase is made and the audit trail established must always follow official channels. Chapter 19 specifies in more detail the PR/MIPR Control Activity procedures.

3.1.4. Industrial Security Requirements.

3.1.4.1. Classified PR/MIPRs. The PR/MIPR initiator must know if prospective offerors or contractors will require access to classified information during the solicitation or performance phases of the contract. Individuals who add attachments or information to the PR/MIPR package shall notify the initiator when such additions are classified or require access to classified information/materiel. Classification decisions are based on an Original Classification Authority (OCA) determination or classification guides prepared by the System Program Director (SPD) (or other single manager) of the affected system or program. In the absence of specific guidance, protect potentially classified information as if it is classified, and request assistance from the local Servicing Security Activity (SSA). The following guidance applies when processing classified PR/MIPRs.

3.1.4.1.1. Classified information is on the PR/MIPR or one of its attachments: The document itself will be stamped top and bottom with the classification level required, and each paragraph/block/section will be marked with the classification that applies to that information. The PR or the MIPR, being the top document of the package, will be stamped top and bottom with the highest classification within the package. If the PR/MIPR itself has no classified information, this will be noted in parenthesis beneath the classification stamp (e.g., "THIS PAGE IS UNCLASSIFIED"). The Information Security Program Regulation provides detailed instructions for marking documents. The documents which actually have the classified information on them will also be marked with the classification authority and declassification instructions prescribed by The Information Security Program Regulation. The appropriate classification cover sheet will be attached on top of the package. The markings must clearly indicate which information is classified. NEVER ENTER CLASSIFIED INFORMATION INTO NON-SECURE DATA SYSTEMS.

3.1.4.1.2. If the PR/MIPR package is classified and/or the work to be done, information or materiel provided to, or the item to be produced by the contractor requires security protection, the PR/MIPR initiator will request a DD Form 254, **DOD Contract Security Classification Specification** from the Servicing Security Activity. The DD Form 254 becomes part of the PR's supporting technical data and allows the buyer to properly screen prospective offerors for required access. It tells the buyer and the contractor what information or items must be protected and which parts of the Industrial Security Manual for Safeguarding Classified Information (ISM) apply.

3.1.5. Limited Distribution of Sensitive Unclassified Information. Certain unclassified information, such as advance acquisition programming data and requirements, is releasable only to authorized government personnel. While this information does not fall within the Information Security Program, personnel handling this information shall ensure that no unauthorized disclosures occur. A special category of this type of information, militarily sensitive but unclassified technology, is subject to foreign disclosure limitations. See paragraph 3.2 for more detail.

3.1.6. Special Handling Markings on PR/MIPRs: The PR/MIPR initiator shall mark the PR/MIPR whenever special handling is required. The markings will be clearly legible in bold printing or an open-face stamp. The markings will not obliterate any information on the PR. Local policy will define the specific markings to be used. Since placing any manual markings on a J023 initial PR forces further processing of that PR to be off-line, such markings should be required only when the need for special handling outweighs the lost benefits of automated J023 processing. Local policy should also ensure that only markings that communicate pertinent information and trigger an appro-

priate response are used. (For example, "CRITICAL ITEM" on an urgent (priority B) PR/MIPR adds no information of use to the buyer and triggers no buyer action not already triggered by the priority code.)

3.2. Foreign Disclosure Limitations. Certain information, such as technical data or drawings, may reveal critical details of militarily sensitive (although unclassified) technology. While this information must be provided to prospective offerors during the solicitation process, restrictions exist to prevent a compromise of US security interests. Only the minimum amount of data required to formulate a bid should be provided during solicitation. Care must be taken to ensure that no US commitment to furnish additional information or materiel is intended or implied until disclosure has been approved. The restrictions to prevent a compromise of US security interests may include prohibitions against (1) access by foreign national employees of domestic firms; (2) access by any non-US firm; (3) access by non-permitted (third country) nationals when allied nation firms are permitted to bid; or (4) subcontracting with a non-permitted firm. Prospective bidders who are either located outside the US or owned (wholly or in part) by non-US interests may be ineligible. Therefore, the information must be identified in the synopsis package so that the Commerce Business Daily advertisement can contain the appropriate limitations. (**Note:** this is a critical point even for US bidders, as it may affect their freedom to subcontract with their usual foreign-owned subcontractors. If they bid expecting that freedom and later are told of the restrictions, it may void the process.)

3.2.1. Prior to submission of the technical data to the contracting activity for synopsis/solicitation, the applicable system engineer/equipment specialist will determine if it contains information subject to foreign disclosure limitations. The unclassified Militarily Critical Technology List (MCTL) is the reference document that identifies technical data not releasable to foreign owned/influenced sources. Additional restrictions are published in various classified Delegation of Disclosure Authority Letters (DDLs). The MCTL and DDLs will be maintained by the center Foreign Disclosure Policy Office (FDPO) and may be issued to using organizations with a continuing need to know and proper storage facilities. Due to the added workload through the acquisition process when foreign disclosure restrictions are applied, the technical specialists must ensure that these restrictions are only applied where appropriate. The FDPO will provide guidance and training as necessary.

3.2.2. For spare parts/hardware buys, the identification occurs during the technical screening process. As part of the technical screening, the engineers will either (1) confirm that the engineering data does not contain Foreign Disclosure Restricted information based on the MCTL and/or DDL; or (2) consult with the FDPO to obtain a determination of what restrictions apply. The determination is reflected in the Distribution Code on the Engineering Data List.

3.2.3. Services and data PR/MIPRs will require similar screening against the MCTL and/or DDL, except that the originator of the Statement of Work (SOW) or equivalent document will accomplish this screening. The SOW shall contain a clear statement confirming that either Foreign Disclosure Restrictions do or do not apply. The SOW originator shall consult with the FDPO as needed to obtain that determination. Careful attention must be given to these types of contracts not only from the aspect of to what information must be given to the contractor, but also what information the work will allow access. For example, a computer system maintenance contract may not involve working on sensitive technology, but the contractor in the course of doing the maintenance will have access to sensitive data in the system's data files. Foreign Disclosure Restrictions must be applied in such cases.

3.2.4. Based on the technical determination above, foreign disclosure restrictions will be provided with the PR/MIPR package. The contracting activity will include the necessary notes in the synopsis to require prospective offerors to certify their level of foreign ownership/influence in their request for the solicitation package. For Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations, the buyer will request FDPO review of any foreign owned/influenced prospective offerors request for the solicitation package. The FDPO must review each request on a case-by-case basis and advise the buyer of the determination. The FDPO (and all others involved in the review) must provide quick response to these requests in order to not impede the acquisition.

3.3. Product Security (PRODSEC) Management. PRODSEC management is the process of determining the need for and implementing physical security for products (items, commodities, or systems) at contract facilities, both government and contractor owned. PRODSEC requirements are usually first identified during the Engineering and Manufacturing Development phase of acquisition. However, for any contract during any phase, requirements must be established during the development of the Statement of Work and Request for Proposal.

3.4. Transfer of Management Responsibility. The policies and procedures in this regulation assume that the requirement is identified and the acquisition process concluded with no change in management responsibility for the item or service being acquired. When such a change is anticipated, early action is needed to assure that mission support is maintained during the transition. Losing and gaining activities shall maintain close and effective coordination throughout the logistics reassignment process.

3.5. Starting Point Following Requirements/Funds Approval. Except as allowed in the next paragraph, initiators will not place a PR/MIPR into the coordination process until the buy requirement or program has been approved in accordance with the program management policies or requirement system policy directive and funds have been made available for commitment and obligation. However, the initiator should proceed with pre-PR actions while the review is underway, especially if the buy requirement needs a high-level approval.

3.6. Advance/Planning PR/MIPRs:

3.6.1. Advance PR/MIPRs. The PR/MIPR may be prepared for firm requirements for the next FY before the receipt of program authorization (PA) and budget authorization (BA) or operating program for that FY. Clearly stamp or mark "advance PR/MIPR" and include this certification "FY ____ funds apply to this requirement. No obligation may be incurred until FY____ funds availability has been certified". PR/MIPR initiators should prepare and submit advance PR/MIPRs when they have firm, known requirements but do not yet have funds available for commitment and obligation. This saves Administrative Lead Time (ALT) by allowing processing actions to proceed pending requirements approval or funds availability. Place the appropriate fund cite in Block 13 of the PR, or Block 14 of the MIPR.

3.6.2. Planning PR/MIPRs. Planning PR/MIPRs may be used for materiel and/or services within a fiscal year (FY) BEFORE funds availability. Mark those PR/MIPRs "Planning PR/MIPR" in bold letters diagonally across the face of the PR/MIPR. Also, state the following on the PR/MIPR: "Current year funds will apply to this requirement. However, no obligation may be incurred until program availability has been authorized, and funds availability has been certified".

Note: When the fund cite is not available for the line, AFMCMAN 64-104, Volume 4 requires 0's or 9's to be entered in the BPAC and MPC fields. All other fields will be filled in according to local policy. The Acquisition and Due-In System will NOT take any PR/MIPR without these fields being filled in.

3.6.3. The PR/MIPR initiator shall complete the remainder of the PR/MIPR package in the same manner and coordinate it through the same channels as a normally funded PR. However, the Accounting and Finance coordination will involve only the noting of the funds as initiation and commitment is not possible at this point.

3.7. Acquisition Strategy Planning for Selected Buys.

3.7.1. Formal Acquisition Plans are required for major acquisitions; detailed procedures are in the Federal Acquisition Regulation (FAR). While acquisitions such as those for non-developmental replenishment spares do not need formal Acquisition Plans, advance planning and action can enhance mission support. The payoff is greatest for higher dollar buys, as the lead time shrinks and pipeline investment is in turn reduced. Real benefits also accrue from this special attention when focused on problem items, regardless of acquisition cost.

3.7.2. When buy computations indicate probable future buy activity, the IMS should request the Equipment Specialist and associated technicians take action to have the necessary Technical Data Package available when needed. This includes, but is not limited to the Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC) screening,

3.8. Standard Support Equipment (SE) Identified during Provisioning. The acquisition process for new systems includes a review of the SE that will be required. The system acquisition manager (e.g., the Product Center System Program Office (SPO)) produces a Support Equipment Recommendation Document (SERD), and passes it to the involved ALC(s) for review. If this review identifies standard SE (that is, SE which is already catalogued and assigned for ALC management), the following actions are necessary:

3.8.1. The assigned SE IMS will review current USAF and other DOD asset balances. If the requirement can be totally or partially satisfied from available assets, the IMS will initiate the necessary supply actions.

3.8.2. If the total requirement cannot be satisfied from available DOD assets, the IMS will review current buy/contract actions. If possible, the IMS will place an order or process an amendment to add the additional requirements to these actions.

3.8.3. If the alternatives above will not satisfy the total requirement, the SPO will determine the most appropriate method of acquisition either by adding the SE requirement to the production contract or by sending the IMS a funded PR/MIPR.

3.8.4. The IMS will list the actions taken in the provisioning documentation and item files.

3.8.5. For all actions, the need date specified on the provisioning documents will be the basis of the requisition/contracting priority. However, the IMS and SPO should remain in close contact with each other, and take prompt action should the need date change.

3.9. Requirements in Support of Mod/TCTO Programs. Spare parts and hardware requirements to support modification/Time Compliance Technical Order (TCTO) programs can fall into one of a number of situations. If the government is contracting for engineering and developmental support for the program,

the spare parts and hardware will be a line item on the PR/MIPR for those services. In house projects, where government personnel have developed and will execute the program, will be processed as follows:

3.9.1. Upon completion of the kit development, the modification Production Management Specialist (PMS) will circulate a list of items needed for the kit to all involved activities (including other DOD Inventory Control Points (ICPs) which are Primary Inventory Control Activities (PICAs) for the kit items). Those IMSs with items that can be issued from stock without triggering immediate buy action will advise the program manager. The program manager will arrange for direct requisitioning by the ALC mod kit manager. The involved IMSs will take action per local procedures to protect the committed assets from issue against other requirements.

3.9.2. Items that are not flagged for direct requisition will be obtained in one of the following ways:

3.9.2.1. Non-stock listed items: The PMS will initiate a local purchase PR with delivery through accountable channels directly to the Kit Manager.

3.9.2.2. Stock listed items: Normally the IMS will initiate a PR/MIPR for the kit requirements.

3.9.2.2.1. Option 1: The PMS will provide a fund cite, which the IMS will apply against the specific PR/MIPR line item for the kit requirements. Other requirements will be separate PR/MIPR line items. The kit line item will have specific ship to/mark for instructions to ensure that it does not go into normal stock. (This option should not be used where schedule risk expected deliveries compared to kit need dates is high.)

3.9.2.2.2. Option 2: Based on the identified kit requirements, the IMS will initiate a PR/MIPR to satisfy the requirements plus any other known requirements. The kit requirements will be included in the line item for normal USAF support and funded accordingly. The IMS will coordinate with the PMS and the ALC mod kit manager to arrange the timing of the requisitions. This option results in both operational and kit requirements being pulled from the same pool of assets. The PR/MIPR priority and delivery schedules are critical. The IMS must ensure optimal mission support while satisfying kit assembly schedules in support of the modification program.

3.9.2.2.3. Option 3: When there is no other buy requirement for the item(s), the PMS may (with IMS concurrence) initiate PR(s) for the kit requirements. Ship to/mark for instructions will be as in 3.9.2.2.1 above.

3.9.3. In some cases, it may be determined that needed assets are currently within the DOD inventory and also available from commercial sources just as (or even more) quickly. The government source must be used unless the PR/MIPR initiator can certify that there will be a serious mission/schedule impact imposed if the government source is used.

3.9.4. As directed in the kit assembly schedule, the ALC mod kit manager will requisition from stock or receive contract deliveries of the components and assemble the complete kits. As each kit or batch of kits is completed, the ALC mod kit manager will coordinate with the PMS and the Product Directorate (PD) kit IMS to transfer the completed kits to PD stock under an assigned kit NSN. The kits are then available to be issued to requiring activities.

Chapter 4

COMPETITION POLICY

4.1. General: Air Force policy requires AFMC to award purchases and contracts competitively as much as possible. The Air Force objective is to obtain the best technical solutions, quality, schedule, and price possible on the open market place. Competition gained emphasis due in large part to the perception that sole-source suppliers were in too many cases charging excessive prices for their products. When more than one supplier is trying to sell a product to the government, in most cases they will offer their lowest price--to the benefit of the government. By competing buys, the government also increases the pool of capable sources. This reduces the risk to mission support in the event that any given supplier decides to no longer submit bids. Competition policy is based on the Competition in Contracting Act of 1984, Public Law 98-369, as implemented in the Federal Acquisition Regulation (FAR) and its supplements. Compliance is mandatory. USAF and AFMC procedural guidance implementing the competition policies has been developed using the maximum latitude allowed by the law. Refer to the Federal Acquisition Regulation FAR part 6, for guidance for competition requirements. For Advisory and Assistance Services (A&AS) refer to the FAR subpart 37.2.

Chapter 5

PREPARING TO INITIATE PR/MIPRS

5.1. General. While the overall PR/MIPR process involves frequent coordination with specialists in other areas, the PR/MIPR initiator is the focal point for the PR/MIPR requirement data.

5.2. Alternatives to Purchase Action. Rather than purchasing an item, we can sometimes save money by obtaining it from other DoD sources. The PR/MIPR initiator must ensure that none of the following alternatives can satisfy the requirement before initiating a PR.

5.2.1. The most preferred alternative is to make use of materiel already owned by DoD. AFMAN 23-110, Volume III, Part I, Chapter 9, describes the Air Force Materiel Utilization and Disposition Program. In addition to other aspects of the program, that chapter details policies and procedures for screening DoD for available assets that can affect new procurement. These include:

5.2.1.1. *The Defense Materiel Utilization and Disposition Management Program*, AFMAN 23-110, Volume III. This program ensures the fullest use of assets available within DoD, precludes concurrent procurement and disposal of items, precludes repair action when serviceable assets are available at other DoD Inventory Control Points (ICPs), precludes unnecessary back hauling and cross hauling, and provides for timely purging of items from the inventory when it is confirmed that they are in fact not needed. By screening assets being processed through the disposal system, the IMS can recover needed items and delay the need to process a PR/MIPR for new procurement.

5.2.1.2. The Plant Clearance Automated Reutilization Screening System (PCARSS), formerly *Contractor Inventory Redistribution System (CIRS)*, AFMAN 23-110, Volume III a pull system which identifies items left over at contractors' plants upon termination, completion, expiration, or change of a contract. These items, having been paid for as part of the contract, belong to the government. By screening the items identified in this program, the IMS can obtain needed items without generating a PR/MIPR and spending money on new procurement.

5.2.1.3. Other service inventory control point (ICP) screening under the Interservice Supply Support Procedures (ISSP) (AFMAN 23-110, Volume III): AFMC managed items which are coded as being used by other services may be on-hand at those ICPs. If the balance at the other ICP exceeds their approved Air Force Acquisition Objective (AFAO), the extra items may be requested to satisfy part or all of the current buy requirement.

5.2.1.4. Reclamation is an excellent source of supply, and will always be considered in lieu of new procurement. System Program Directors (SPD) are tasked to make aircraft stored at Aerospace Maintenance and Regeneration Center (AMARC) available for reclamation on an annual basis. Reclamation save lists is routinely initiated for these aircraft. Item Managers can also make priority removals from AMARC stored aircraft that are not on a save list, with the SPDs permission.

5.2.2. Repurchase of surplus materiel from surplus dealers is another alternative to new manufacture. The acceptability of surplus materiel is a technical judgment, and procedures are in Chapter 13.

5.2.3. Local manufacture, using organic fabrication capabilities, is at times an economical alternative to buying the item from a commercial source. See paragraph 5.5 for more detail.

5.3. Procedures-DRMO. Screening of property passing through the Defense Reutilization and Marketing Office (DRMO) system is primarily a "push" tasking, where the IMS receives notification when such property is available. This is independent of the requirements systems buy notices. However, since only certain categories of materiel (e.g., serviceable or repairable) are identified, there may be occasions when "pull" screening is appropriate. For example, in an urgent buy situation the IMS may request screening of all assets (including condemned carcasses) if it appears that a normally unreparable carcass can be salvaged and made serviceable before a new buy can be delivered. The IMS accomplishes this screening by accessing the DRMS Web Site (<http://131.87.1.51/asset/Egovealpa.html>) at the Defense Reutilization and Marketing Service (DRMS), Battle Creek, MI. The PR/MIPR initiator must access DRMS prior to PR/MIPR initiation and certify and annotate the PR/MIPR that he or she has accomplished the DRMS screening. This certification should include the date and time checked, method (Internet, phone, etc.), and asset balance. A second query must be accomplished just prior to contract award.

5.4. Procedures-Other Service ICP Screening. Interservice Supply Support Program (ISSP) screening is a "pull" system, in which the IMS who needs an item requests the interrogation of the other inventory control points. It applies only to recoverable and equipment items. Upon receipt of an initial requirements computation showing a probable buy, the IMS will determine if the item is coded as multi-used with other service inventory control points (ICPs) having stock/store/issue authority (indicated by a Non Consumable Item Materiel Support Code (NIMSC) of 1, 2, 3, 4, 8, 9, or 0). The IMS will contact appropriate IMSs in the other services to request ISSP screening of any item projected for buy coded with one of these NIMSC. The IMS assigns a locally controlled "ISSP Document Number" to the interrogation. If assets are available at another ICP, the IMS will submit a MILSTRIP/MILSTRAP requisition citing the ISSP Document Number to satisfy as much of the scrubbed buy requirement as possible. If the search is negative, or if only part of the requirement can be satisfied, the IMS will place the remainder of the requirement on PR. The IMS will annotate the requirements computation with a note stating "ISSP Doc No _____ applies" to certify that screening was accomplished and provide a future audit trail. Absence of this note indicates that no screening was done.

5.5. Depot Manufacturing Screening. Whether or not an item is suitable for "depot manufacture" (local, organic, in-house) is a judgment based on technical, economic, and support factors. If depot manufacturing might be a possibility, the IMS should refer to the Depot Maintenance Management, Instruction to determine if the requirement falls within current policies and guidelines.

5.6. Reclamation. Reclamation is the process of reclaiming serviceable and economically repairable components from excess or surplus materiel to meet valid requirements. It is DoD and USAF policy that reclamation will be used in place of procurement or repair whenever it is timely and economical to do so, when it will provide the fastest means of satisfying a critical requirement, or when there is no other known source of supply, regardless of savings. The Item Manager should refer to AFMAN 23-110, Volume 6 for details regarding reclamation types, responsibilities, and procedures.

5.7. Market Research. The Federal Acquisition Streamlining Act of 1994 (FASA) established a preference for commercial items in satisfying the government's requirements. The FAR Part 10 states that agencies shall conduct market research appropriate to the circumstances before:

Chapter 6

INITIATING PURCHASE REQUESTS

6.1. General. Chapters 6-10 define the steps the PR initiator must complete in order to initiate a PR. These instructions pertain directly to the AFMC Form 36 and reference each input data element by a precise name. The AFMC Command Data Dictionary provides exact definitions. Note that some of the codes used in this chapter are J041 codes identified in AFMCM 64-104, Volume 4, Acquisition and Due In System. Refer to Attachment A for an example of the Form 36 and for codes.

6.2. PR Header Data. The PR initiator enters the following data elements in blocks 1 through 7a.

6.2.1. Block 1, Procuring Activity: Enter the six position Purchasing Office Identifier.

6.2.2. Block 2, Type PR: Enter the J041 Type PR/MIPR Code.

6.2.3. Block 3, Priority: Enter the PR/MIPR Priority Code (paragraph 8.3.).

6.2.4. Block 4, Date Prepared: Enter the date the PR is prepared. All dates must be entered using the following format:

YYYYMMDD (Four position numeric year, 2 position numeric month, 2 position numeric day, i.e. August 11, 2000 will be input as 20000811).

6.2.5. Block 5, PR Number: Enter the 13 position PR Number. Each center will establish a control system to ensure that every PR has a unique number.

6.2.5.1. Positions 1-6 are the address code (i.e. SRAN) of the initiating activity.

6.2.5.2. Positions 7-8 are the fiscal year (i.e. 99, 00, 01 etc.). Current or advanced fiscal years can be used in this field as defined by local procedures.

6.2.5.3. Positions 9-13 are locally assigned tracking numbers. A control point at each initiating activity assigns these numbers.

Note: Planning PRs will use the current FY in the PR number. Advance PRs submitted for a subsequent FY must bear that FY designation in the PR number. However, do not renumber PRs submitted late in FY for which the funds of the next FY must be used due to unforeseen circumstances.

6.2.6. Block 6, Amendment Number: Enter the PR Amendment Number. Enter "00" for basic PR. See Chapter 20 for Amendment instructions.

6.2.7. Block 7a, Codes: Enter certain mandatory and optional codes, which apply, to this PR. The following codes are AFMC standard definitions, which will be assigned and used at all ALCs. ALCs may also define, assign, and use local codes as needed. When entering these codes use the format i.e. IM____, MGR DES____, TYPE REQMT ____ MMAC____, etc. (see Attachment A).

6.2.7.1. Mandatory codes. The following codes will be entered on all PRs:

- Item Manager Code (IM).
- Manager Designator Code (MGR DES).
- Type Requirement Code (TYPE REQMT).
- Materiel Management Aggregation Code (MMAC). (A J041 requirement)

- Amended Shipping Instruction (ASI) Indicator (For spares buy only).
- Item Marking Code (IMC). The IMC is optional for block 7a but is MANDATORY on the PR.

6.2.7.2. Optional codes.

- Inspection and Acceptance Code (I&A).
- Contractor Quality Requirement Code (CQR).
- Life Support (LS) Indicator (Yes or No).

6.2.7.3. Special Instructions-Item Marking Code: The following guidance clarifies the intended use of this code:

6.2.7.3.1. IMC "1" invokes MIL-STD-129 for package/container marking, and MIL-STD-130 for item marking. It does not apply to shelf life controlled items.

6.2.7.3.2. IMC "2": No longer used (Deleted). MIL-STD-841 canceled with no superseding document.

6.2.7.3.3. IMC "3" invokes MIL-STD-129 and MIL-STD-130 (as does IMC "1") with the addition of shelf-life provisions.

6.2.7.3.4. IMC "4" invokes MIL-STD-129 for package/container marking but indicates that special item marking instructions will be found in the Technical Requirements Documents (chapter 13) or other PR/MIPR attachments. Shelf life provisions apply.

6.2.7.3.5. IMC "5" invokes MIL-STD-129 for package/container marking but indicates that special item marking instructions will be found in the Technical Requirements Documents (chapter 13) or other PR/MIPR attachments. Shelf life provisions do not apply.

6.3. Block 7b, Purpose Statement: Enter a purpose statement to briefly and clearly state the purpose of the PR as appropriate.

Chapter 7

PR LINE ITEM DETAIL AND ACQUISITION CONSIDERATIONS FOR ITEM BUYS

7.1. General. This chapter tells how to define and document the "what it is" of the purchase request. The PR initiator enters this information in blocks 8 and 9 of the AFMC Form 36. The J023 Mechanized Purchase Request System uses data input by the requester and data from its files to prepare a J023 system generated form.

7.2. PR Line Item Structure. We must be able to uniquely identify and track different requirements that may be on the same PR. To allow this, the PR initiator must assign a different line item or sub-line item number to each requirement that is unique in (1) what it is, or (2) the funds to pay for it. The PR initiator may also break out a requirement into separate line items or sub-lines to clarify delivery information (destination and/or schedule). Generally, use sub-line items instead of separate line items when there is some relationship among the items (e.g., different funds or priorities for the same NSN; or data, support equipment, and other requirements in support of a modification line item). Number line items with a four-digit number beginning with 0001. If this is a sub-line item, enter the parent line item number followed by a two-digit alpha beginning with "AA" through "AZ", "BA" through "BZ", etc.

Note: Local Policy will govern the use of sub-line items.

7.3. PR Line Item Data. The PR initiator will use Block 8 to provide descriptive information for each item or service to be contracted. Although Block 8 is subdivided into Blocks A through G, additional data may be required which does not fall into one of the block headings. Block 8 may contain multiple line items and/or sub-line items. Place additional data that applies only to a specific line or sub-line item immediately following that item. Place additional data that applies to more than one item immediately following the last item and preface it with a note indicating to which items it applies.

7.3.1. Block 8A: Line Item Number. Enter the PR Line Item Number. If this is a sub-line item, enter the parent line item number followed by the PR Sub-line Item Number.

7.3.2. Block 8B: Description. The description provides the buyer a concise summary of the item to be acquired. The buyer uses this information to prepare the synopsis, evaluate the offers, and so on. The description will contain the following elements as applicable.

7.3.2.1. Enter the National Stock Number (NSN), and Materiel Management Aggregation Code (MMAC). Use the desired NSN on the PR; if interchangeable and substitute (I&S) NSNs apply, either list those NSNs on the PR or in separate instructions to the buyer. Note that the contract award will reflect the NSN of the specific item being bought.

7.3.2.1.1. If any range of items will satisfy the requirement, a generic stock number may be used (see Acquisition Advice Code "W"). The contract award will reflect the actual NSN of the item being bought. When a generic stock number is used, a special note to the buyer is required. If a generic stock number was used, enter the following statement: "Stock number is for authorization and solicitation purposes only, and is not to be cited on any contract. If award is made to a source identified in this PR, use the NSN indicated for that source. If award is to be made to a new source, contact the PR initiator for a stock number."

7.3.2.1.2. If the item does not have a catalogued NSN, use the "K" (kit number), "NC" (new item NSN requested), or "ND" (one-time local NSN) number and provide supplemental infor-

mation to identify the item. "NC" numbers may require a special note to the buyer. If an NC number was used (or a generic number which is then converted to an NC number), and the requirements do not meet the criteria for waiver in the Cataloging and Standardization Manual, indicate "Item will not be shipped prior to assignment of an NSN".

7.3.2.1.3. For repair, services, and data PRs on PR line items, use the applicable pseudo code as shown in Attachment A.

7.3.2.1.4. For High Intensity items and urgent/emergency buy PR, enter remarks stating "Requires Revalidation Prior to Contract Award". This will cause the buyer to solicit for the incremental pricing and ask the IMS to revalidate the quantity prior to contract award.

7.3.2.1.5. Enter "Line item ____ is the MEQ" for the Mission Essential Quantity (MEQ) line item if you want the buyer to apply the AFMC Insurance Policy. Enter the note to the buyer.

7.3.2.1.6. Enter "VIQ +__%/-__%" if a variation in quantity is permitted.

7.3.2.1.7. If quantity discount procedures apply, enter "QDP: Also solicit for quantities of _____", entering the desired quantity range(s). Also enter the Annual Demand Rate (ADR). Determine the range(s) using procedures in the applicable requirements policy regulations. If other types of Multiple Year Contracts may be appropriate, QDP information should be shown on the AFMC Form 338, **MYC Request and Contract Information**.

7.3.2.1.8. If the quantity shown in Block 8D is a computed minimum buy, show the actual quantity needed (AQN) by entering "Minimum buy-AQN = _____". **Note:** This is dictated by Requirements Determination Policy.

Note: If additional space is required, use AFMC Form 36B (Standard Continuation Sheet) or AFMC Form 36C (Continuation Sheet for Multi-Line Item PR's).

7.3.2.2. Enter the nomenclature text. The following should be included if available:

- Complete AF stock list nomenclature.
- Part number.
- Commercial and Government Entity (CAGE) Code.
- Dimensions with tolerances.
- Kind of materiel.
- Form, fit, and/or function of the item.
- Next higher assembly.
- End item application.
- Project and program (for pseudo coded items).
- ERRC.

7.3.2.2.1. When acquiring commercial items and products, a commercial item description (CID) must be developed to meet the requirements of DoD 4120.24-M and be in the format identified in the Federal Standardization Manual. All proposed CIDs shall be submitted through the Standardization Program Manager. The CID must be coordinated and approved by all users of the Federal Stock Class (FSC) and processed through CASC/Battle Creek.

7.3.2.3. Information that pertains to all buys of this item may be recorded in the Item Description field for J023 PRs. If using J023, information unique to this buy may be placed in the Notes to Buyer field and continued on a separate attachment if necessary.

7.3.2.3.1. For un-definitized requirements, describe the requirement with reference to applicable documents. Remember to use separate lines or sub-lines if different funds apply.

7.3.2.3.2. For provisioning support line items, cite the applicable provisioning document.

7.3.2.4. For any physical deliverable, enter the Quantity Unit Pack Code.

7.3.2.5. Enter the J041 system's Card Code (CC) which pertains to each line item (Attachment A).

7.3.2.6. If the Card Code is LA or LK, indicate the Item Manager Quantity (IMQ)-enter "IMQ=000" if none of the quantity is coming to the item manager account. If the Card Code is LD (line item amendment), enter the IMQ only if it is being changed.

7.3.2.7. Enter the PR/MIPR Type Line Item Code (TLI) (Attachment A).

7.3.2.8. Short Fund Cite: From the Long Fund Cite, enter the two position Program Year, the two position Fund Code, the six position Budget Program Activity Code/Responsibility Center Cost Center (BPAC/RCCC), and positions two through five of the Materiel Program Code.

7.3.2.9. If a J023 PR and the line item is a deliverable item of supply, enter the Item Use Code.

7.3.2.10. Requirements Computation Suppression Code (RCSC) of "S" is used to suppress consideration of the line item in the requirements computation system, such as a nonprogrammed requisition or requirement. RCSC "S" will suppress and an "X" will cancel that suppression. AFMC Form 339, Due-In Assets Status Record, will still reflect the due in. If not required, leave blank.

7.3.2.11. FMS Indicator: Put a "Y" for yes if it is an FMS requirement. If not, put a "N" for no.

7.3.3. Block 8C: Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC). For stock-listed items, enter the most current AMC/AMSC. The PR/MIPR initiator will obtain this data from the most recent breakout screening (Chapter 12).

7.3.4. Block 8D: Quantity. Enter the PR Line Item Quantity. Indicate only the actual quantity to be acquired. Indicate additional quantities such as options or quantity discount quantities separately. This field CANNOT be zeros; it MUST contain a minimum quantity of one.

7.3.5. Block 8E: Unit. Enter the Unit of Issue Code. This is a mandatory field. For example, use "LO" for services or data requirements. For items that have a non-definitive unit of issue, include a note providing a quantitative expression (e.g., 20-gallon barrel, 50-foot roll).

7.3.6. Block 8F: Estimated Unit Price. Enter the Unit Price (dollars and cents).

7.3.7. Block 8G: Estimated Line Item Price. Enter the PR Line Item Total Price (dollars and cents). Enter 0.00 for Planning PRs.

7.4. Block 9, PR Total: Enter the PR Total Cost, the sum of all line item totals in block 8G, (dollars and cents). Enter 0.00 for planning PRs.

7.5. Minimum Buy Quantities. At times there is a pressing need to buy an item and procurement cost for the quantity actually needed is less than the ALC's administrative cost for purchases less than \$25,000. The PR initiator will include the remark from paragraph 7.3.2.1.8. as a note to the buyer. This remark tells

the buyer to notify the PR initiator if the quoted prices are higher than estimated in column F. The PR initiator will submit an amendment if necessary to adjust the quantity.

7.6. Variation in Quantity (VIQ) Provisions. By advising the buyer of potential VIQ up front, the IMS can speed the contract negotiation process along. Buyers should negotiate the best combination of price and small VIQ. Buyers may not negotiate a VIQ larger than specifically authorized by the IMS. Buyers may insert a VIQ clause in fixed-price supply solicitations/contracts authorizing acceptance of a variation in quantity. VIQs are not appropriate for commercial-type items, especially those under continuous production. Where a VIQ is appropriate, the lack of a VIQ in the solicitation/contract may drive the price up because the contractor must produce enough "excess" to ensure the required quantity can be delivered. Some contractors will ask for a VIQ, even if not on the solicitation.

7.6.1. If the nature of the item being purchased is such that the loading, shipping, packing, or manufacturing processes may result in a quantity variation at delivery, the IMS should include the statement "VIQ -xx%" in the Notes to the Buyer on the PR. Normally, a variation of -5% is reasonable, although as much as -10% may be requested if supported by prior experience on this or similar items. Positive variations up to +10% are also permissible when funds are available to pay for the additional items that may be delivered and billed.

7.6.2. If the buy quantity is greater than 1000, a VIQ of -1% is assigned; for 501 to 1000, -3%; for 100 to 500, -5%. If these variations exceed what the IMS can accept, the IMS must place specific instructions to the buyer. Likewise, if a wider variation is acceptable to the IMS, the IMS should so state on the PR.

7.6.3. If funds are readily available and the IMS authorizes a positive variation, funds managers must remain aware of the possible liability. Typically, contractors will ship as many units as they will get paid for. Therefore, when funding is scarce, PR initiators should avoid use of positive variations.

7.6.4. Initiators should avoid the application of VIQ provisions to requirements for an absolute quantity.

7.7. Consolidation of Requirements. The administrative costs of processing a PR make it uneconomical to prepare numerous low-dollar purchases. Consolidation of requirements onto a single PR reduces administrative costs and increases the cost savings associated with quantity price breaks, as well as attracting more bidders. There are certain dangers of consolidation, though, and the following guidance is intended to maximize the benefits while minimizing the risk to mission support.

7.7.1. Level I Consolidation: The IMS must place all currently known requirements for a given NSN and in the same priority group (emergency, urgent, or routine, paragraph 8.3) on one PR. These categories may include Peacetime Operating Stock (POS), Readiness Spares Package (RSP), and Other Readiness Spares Package (ORSP); and USAF and non-USAF requirements. When different categories as shown above are consolidated, each is shown as a separate line or sub-line item, with appropriate delivery schedules, fund cites, and so on indicated.

7.7.2. Level II Consolidation: For Level II consolidation, the IMS should consolidate as much as is practicable:

- All Level I requirements which he or she manages which have the same FSC or MMAC.
- Have an AMC of 0, 3, 4, or 5 assigned.
- Have the same Commercial and Government Entity (CAGE) code assigned.

- Are assigned for procurement by the same activity.

7.7.2.1. Level II consolidation can pose risks to mission support if problems develop on one NSN which hold up actions on the others. The IMS will apply good judgment in determining if the risk outweighs the benefits.

Note: AMCs of 0 will only be combined when they apply to a Sole Source item and NOT a commercial item.

7.7.3. Level III Consolidation: Two or more IMSs may consolidate Level I and II consolidated purchases.

7.7.4. Level IV Consolidation: The buyer may consolidate multiple PRs onto a single contract.

7.7.5. Priority E requirements may be held up to a maximum of 15 days to see if consolidation possibilities appear. Priority R requirements may be held up to a maximum of 30 days for consolidation.

Note: Local Policy will dictate holding of any requirements for less than these times.

7.7.6. Consolidated item(s) which require a Justification and Approval (J&A)/Sole Source Justification (SSJ) (chapter 4) due to being noncompetitive (AMCs of 0, 3, 4, or 5) will be justified as a group when the reason(s) are substantially the same. If different reasons apply to different line items, subsections of the J&A will be tailored to the individual specifics. In any case, line items tagged for Emergency/Urgent processing will have that need fully justified.

7.7.7. If Level I, II, or III consolidation results in the need for an SSJ or J&A, or higher level approval of the J&A, the involved IMS(s) will satisfy that requirement. If Level IV consolidation results in similar requirements, the buyer is responsible for combining the individual J&As or requesting initiation if the individual PRs did not originally require J&As. Locally developed addendum's to the individual item SSJs or J&As may be used for this purpose.

7.8. Family of Items Consolidation. When several items share a given manufacturing process and are suitable for Full and Open Competition, a special type of consolidation may be applied to achieve substantial cost savings from lower unit prices and reduced lead time quantity requirements. Upon identifying such items, the involved IMSs can coordinate outside of the normal buy cycle to assemble a consolidated PR with projected 1, 2, or 3-year requirements data. This PR/MIPR will be the basis for an indefinite delivery/indefinite quantity type contract. If appropriate, multiple-year-contracting techniques (options, etc) may also be applied. The end result is a single large solicitation and contract that should result in greater interest and price competition among the potential suppliers; and an ordering type contract for many items that will substantially reduce the paperwork and processing time for future buys. Such families of items are also good candidates for development of a Military Specification or adoption of a Commercial Specification and development of item identification within those specifications.

7.9. Flexible Type PR. The majority of spare parts procurements should be initiated on a flexible PR. This may require the buyer to solicit a quantity range, options for out years, a requirements contract, a definite-quantity contract (with indefinite delivery), or an indefinite-quantity contract.

7.9.1. Quantity Range: The IMS utilizes quantity ranges when there are funding constraints and probable requirements fluctuations prior to the award of the contract. By establishing quantity ranges (minimum, medium, and maximum) in a Note to the Buyer, the AF receives greater flexibility in procurement of the item. At time of the contract award, the quantity can be changed without a PR amendment if the final buy quantity falls within the minimum to maximum range. Unless the IMS has better

information, the minimum quantity range will be from 25% - 50% of the requirement. The medium quantity range will be 51% - 100% of the requirement. The maximum quantity range will be 101% - 150% of the requirement. Prior to award, the buyer must confirm the quantity to award and it must not exceed the valid requirement. The buyer must verify the final quantity with the IMS before award. The quantity listed in Block 8D of the PR should list the lowest quantity. If a J&A is required, it will be at the highest quantity. For example, the Note to Buyer would appear as follows: "Quantity Range: Minimum 25-50, Medium 51-100, Maximum 101-150 verify at time of award." The Block 8D value would be the requirement of 25.

7.9.2. Multiple Year Contracting (MYC): MYC is a blanket term covering several different contract types and techniques which result in a single contractual instrument being used to acquire more than one year's requirements. All types of multiple year contracting are discussed under Special Contracting Methods in FAR Part 17. When the IMS wants the contracting officer to award a multiple year contract, he or she must annotate the quantities by option years or a reference to the attached Form 338. MYC should be considered for every acquisition and applied in every case where appropriate and possible.

7.9.2.1. The types of MYC contracts are as follows:

7.9.2.1.1. Classic and Expanded Multi Year Procurement (MYP) contracts are primarily aimed at large weapon system acquisitions. As these contracts must specify quantities, prices, and delivery schedules, and usually require the government to pay a substantial cancellation penalty in the event the government wants to cancel the buy, they are generally appropriate only for major system buys managed by AFMC Product Centers.

7.9.2.1.2. Indefinite-delivery contract with or without options: A requirements, definite-quantity, or an indefinite-quantity contract (IQ) may be established with options to extend the contract term. Alternatively, the basic contract can be set up with multiple-year ordering periods. These types are the most preferred because once established the deliveries may be requested using manual delivery orders or J023 Automated Delivery Order (ADO) procedures. Therefore, these arrangements provide maximum reduction of workload during the life of the contract. In establishing these types of contracts, the buyers have tremendous flexibility. However, it is absolutely essential that the IMS accurately describe the nature of the item and requirement. The buyer, if fully aware of factors such as relative demand instability, can use the most appropriate contractual vehicle to protect both the government and the vendor from those possibilities.

7.9.2.1.3. Quantity Discount Procedures (QDP): Both Consumable/Recoverable items may be eligible for QDP buys. If the decision process as outlined in the requirements policy regulations shows the IMS that a QDP buy is appropriate within AFMC inventory initiatives and sufficient funding is available, the IMS will indicate in the PR the firm requirement and the QDP levels for which prices should be solicited. QDP contracts are firm-fixed-price for the fixed quantity. Although the contract term is not multiple-year, the quantity acquired using QDP usually is more than one year's requirement and therefore QDP is considered a form of MYC.

7.9.2.1.4. Options can be included with the above techniques. As the exercise of the option is merely extending the terms of the existing contract, the coordination should be minimal.

7.9.2.2. Use of MYC does not conflict with competition efforts. However, competition requirements do impose certain constraints on MYC usage. The following rules apply:

7.9.2.2.1. Justifications for use of Other Than Full and Open Competition (OTF&OC) procedures will be based on the total estimated maximum dollar value, which is the sum of the basic contract maximum quantity, any options, the maximum value of all orders which may be placed, etc. This amount is an absolute requirement. If the resulting contract allows purchase of up to a certain dollar value under OTF&OC procedures, the IMS must ensure that the total dollar value was properly justified.

7.9.2.2.2. If the item's noncompetitive status is expected to improve (e.g., data is being acquired), the term of the MYC will not extend beyond the point where it is expected to be possible to award a competitive contract. For these items, the J&A must clearly support the contract term. In cases of relative uncertainty about when improved competition will be possible, the only MYC type that is acceptable is a one-year contract with options. The item manager will verify the current competitive status by reviewing the current AMC/AMSC Screening Analysis Worksheet, and checking source development efforts prior to calling for exercise of each option. If the status has not changed, the option may be exercised without restriction. If the item is now eligible for Full and Open Competition, the option may be exercised only if there is a non-deferrable instant or projected buy requirement and there is insufficient time prior to the need date to process this buy competitively. In these cases, the item manager will provide the buyer with written documentation supporting the application of the original J&A to this buy, and the buyer will annotate the determinations in the contract file. The instant buy quantity will be ordered against the IQ contract option, as will additional future requirements necessary to satisfy the minimum buy quantity on the option. The item manager will initiate a new PR as needed for a competitive MYC contract to ensure uninterrupted coverage upon completion of the option.

7.9.2.2.3. When the MYC contract is awarded competitively, all purchases on the contract and any of its options, orders, etc. will be considered as also being competitive.

7.10. Effect of MYC on ALT and PLT. Administrative Lead Time (ALT) (and in some cases Production Lead Time (PLT)) for orders placed against an MYC may be substantially less than ALT/PLT for single-buy contracts. If this is not compensated for by the IMS and buyer, delivery may occur much earlier than needed, resulting in a net growth in the on-hand inventory. The following actions will prevent unwarranted inventory growth resulting from early MYC deliveries.

7.10.1. Consumable/Recoverable IMSs will use the reduced ALT/PLT in the requirements computation. No adjustment to order quantity or timing will be needed, although the IMS must remember to initiate a PR for a new MYC contract "full" lead time ahead of the current contract's expiration to avoid a break in coverage.

7.10.2. The second year buy under the MYC may be deferred into the third year. For these special cases, the IMS will show zero as the second year buy and explain in the initiator's remarks section. The IMS will indicate in the remarks the expected ALT reduction/buy delay so that the buyer can so advise the offerors.

7.11. Requesting MYC (AFMC Form 338). The AFMC Form 338 allows the IMS to indicate those items that are good candidates for one of the MYC techniques and to provide the additional information needed by the buyer.

7.11.1. The following types of items/buys are generally considered not to be candidates for MYC:

7.11.1.1. Numeric Stockage Objective (NSO), minimum buy, and insurance buy PRs.

7.11.1.2. PRs for items with a total 3-year buy requirement less than \$25,000 and for which fewer than 3 buy notices per year are expected.

7.11.1.3. FMS non-standard PRs and FMS direct cite/country-directed sole source when the item's AMC is 1 or 2 (competitive) and there are no DoD users.

7.11.1.4. Emergency PRs.

7.11.1.5. Urgent PRs with no routine quantity line item.

7.11.1.6. ND number, NC number, and CAGE/part number PRs.

7.11.1.7. Items containing special materials subject to rapid price fluctuations which would make long-term price forecasting difficult.

7.11.2. The AFMC Form 338 consists of five parts. Parts I, II, and III are filled out by the IMS and Parts IV and V are filled out by the buyer. The purpose of Parts IV and V is to provide feedback from the buyer to the IMS. Local management may waive use of Parts IV and V where collocation of IMSs and buyers allows sufficient direct feedback.

7.11.3. Part I: The IMS will complete all blocks. This is basic identification data, and is self-explanatory.

7.11.4. Part II: Selection criteria include the background factors that need to be highlighted for the buyer. For example, if a somewhat unstable program item is to be solicited for a MYC contract, the buyer must be aware of the possible demand fluctuation. In those cases where the program or design instability is such that MYC would not be to the government's advantage, the item manager need not initiate the form. When the instability is relatively minor and/or predictable, MYC may be possible. In such cases, the IMS would check the "unstable program" box and provide more detail in the initiator remarks section.

7.11.4.1. Unstable program: explain a "yes" response in section III remarks. A stable program is one which is not being increased or decreased. Unstable programs may be candidates for MYC if the requirements will exist through the life of the contract and the potential fluctuations or changes can be accommodated within the contract provisions.

7.11.4.2. Unstable design: explain a "yes" response in section III remarks. New items undergoing design changes will not be good candidates for MYC unless the current design's requirements will exist throughout the contract life.

7.11.4.3. Other: check if other factors need to be considered by the buyer, and explain in section III remarks.

7.11.5. Section III: The IMS will complete Section III to ask the buyer to solicit more than the current requirement stated on the face of the PR. This includes QDP buys as well as any of the MYC types. (However, QDP data may be placed on the PR itself if other MYC is inappropriate). Section III is the only place where the projected out-year requirements are listed for the buyer's use. Without this information, no type of MYC can be solicited, assuring the IMS that a new PR/MIPR and a new contract will be required for the next buy.

7.11.5.1. If quantity discount procedures are being requested, enter the quantities and total dollar amount. The quantities are determined in accordance with the applicable requirements system pol-

icy Also, enter the Annual Demand Rate in Block IV remarks. Note: when these quantities are shown on the AFMC Form 338, it is not necessary to enter them on the PR itself.

7.11.5.2. If the item is a candidate for MYC (or, if the IMS wants the buyer to pursue MYC possibilities for less than ideal candidates), the IMS will complete Block III. Enter the three applicable fiscal years in the three blocks below "FY". The labels below Equipment and Consumable/Recoverable indicate the period/quantity that corresponds. Enter requirements data as follows:

7.11.5.2.1. "Air Force" requirements are those projected requirements in support of USAF, Air Force Reserve (AFRES), and Air National Guard (ANG) customers. This excludes RSP and ORSP that will be indicated in the Other Service/Special Program column.

7.11.5.2.2. "FMS" requirements are those programmed or nonprogrammed requirements in support of Foreign Military Sales customers that are reasonably expected to occur. Note that there are statutory limitations on the obligation of the US government's funds in support of non-US activity. Therefore, FMS requirements that are only projected cannot be included in any contract that obligates the US to purchase that quantity.

7.11.5.2.3. "Other Service/Special Program" requirements are those in support of other DoD activities or US customers, as well as Air Force RSP. Identify the nature of these requirements in the Initiator's Remarks block.

7.11.5.2.4. In the Total column, enter the total requirement for each of the three years. If more than three years of MYC coverage is desired, provide the additional detail and justification in the Initiator's Remarks block.

7.11.5.3. By definition, the total of the 3 years' requirements is the Best Estimated Quantity (BEQ). The Average BEQ is the Total BEQ divided by the term of the contract (usually three years). Ordering-type contracts (e.g., requirements or IQ contracts) key on the BEQ for the limitations on the orders to be placed. Unless the IMS has better information, the minimum ordering quantity (the smallest quantity we will ask the contractor to produce as a single order) will be 25% of the average BEQ. The maximum ordering quantity will be either the initial order quantity or 150% of the average BEQ, whichever is greater. The total contract maximum quantity is 150% of the total BEQ. The IMS must carefully consider these values when preparing the form, as they will become contractual limitations. If the demand history of the item indicates erratic demand patterns, a wider minimum/maximum ordering range may be warranted, although such a request may increase the overall cost. The IMS should consult with the buyer to determine the most appropriate quantities when dealing with such items. The IMS will enter those quantities in the appropriate blocks in Section III.

7.11.5.4. The IMS will enter any remarks needed. The intent of the AFMC Form 338 is to clearly communicate the IMS' desires to the buyer. Special circumstances that cannot be reflected elsewhere should be noted here.

7.11.6. Section IV: The buyer will indicate the type of contract awarded and other pertinent information in Section IV.

7.11.7. Section V: If a form of MYC was requested by the IMS but a non-MYC contract was awarded, the buyer will indicate the reason(s) in Section V, and complete the identification information at the bottom of the form.

7.11.8. Distribution: The IMS will retain a copy as part of the PR initiation backup file. The original copy will go forward with the purchase request package for coordination. A copy is forwarded with the advance synopsis package. The original goes with the final "Procurement Action" PR. When the contract has been awarded, the original is placed in the contract file. If the buyer annotates Sections IV and V, a completed copy is returned to the IMS.

7.11.9. PR Packages Without an AFMC Form 338. The criteria above means that a large percentage of PRs will legitimately not include an AFMC Form 338. If the contracting officer believes that the procurement history indicates that an item with no AFMC Form 338 is in fact a good candidate, the contracting officer may contact the IMS to clarify the situation. The requirements activity has the final responsibility to determine if an AFMC Form 338 should be prepared; the contracting officer makes the final determination of the type of contract to be awarded (with or without an AFMC Form 338).

7.11.10. Amendments to AFMC Form 338. Should the out-year requirements forecast change prior to contract award, a new AFMC Form 338 must be prepared and forwarded to the buyer. Telephone/E-Mail coordination is encouraged.

7.11.11. PR Amendments are not required to add pseudo line items for various forms of MYC.

7.12. Requesting a Requirements Contract. A requirements-type contract is unique in that it has no minimum buy quantity; instead, it obligates the government to purchasing all quantities of the covered item(s) from the awarded source during the specified period of coverage. Since there is no minimum buy, it is frequently advantageous to set up a requirements contract when we know that an item will need to be bought sometime during the next year, although the exact quantities or time are not yet known. The risk of a requirements contract is that the government is bound to that source for the contractual period of time. Therefore, it may be inappropriate to request a requirements contract for items with a history of new source quality problems. While a basic requirements contract may cover more than one year, it generally is better to request a one-year basic with options for the second and third years. The initiator will provide applicable requirements projections and desired minimum/maximum ordering information. This information may be provided on an AFMC Form 338 or a PR Continuation Sheet.

7.13. Requesting Options. If contract options are desired, the PR initiator will provide the option requirements in detail. This information may be provided on an AFMC Form 338 or a PR Continuation Sheet.

7.14. Line Items for First Article Testing. When an item requires a First Article Test and specifies contractor testing, the PR initiator must include a line item for the First Article test report. The engineer must consult with the Data Management Officer (DMO) regarding selection of Data Item Descriptions (DIDs) and the creation of the Contract Data Requirements List (CDRL), DD Form 1423, **Contract Data Requirements List** for the first article test reports, plans, or other test documents which are required to be deliverable data. For both contractor-test and government-test First Articles, if the item(s) is (are) destroyed in testing, an additional line item is required for the First Article quantity. Set up these line items as follows:

7.14.1. Indicate the data (test report) requirement as a data line item (J041 Special Stock Class Assignment "0001"). Show the quantity/unit of issue as "1 LO", and determine the unit/total price as follows:

7.14.1.1. When only one customer has requirements supported by this First Article test, enter an estimated cost for the data in accordance with local policy. Enter the applicable funds cite in Block 13.

7.14.1.2. When more than one customer has requirements supported by this First Article test, enter an estimated unit and total price of \$.00 for all PR's except for those in J023 which must be \$.01 and a note to the buyer that the line item is not separately priced (NSP).

7.14.2. Indicate the First Article quantity as a line item separate from the remainder of the buy quantity, and indicate in the notes to the buyer that it is for First Article expended or non-expended test. In Block 11A and B (Ship To/Mark For), reference the AFMC Form 260, **First Article Requirements**, and Instructions. Determine the estimated unit/total prices as follows:

7.14.2.1. When only one customer has requirements supported by this First Article test, enter the estimated unit and total prices for the item quantity. Enter the applicable funds cite in Block 13.

7.14.2.2. When more than one customer has requirements supported by this First Article test), enter an estimated unit and total price of \$.00 for all PR's except for those in J023 which must be \$.01 and a note to the buyer per the data line item instructions above.

7.14.3. Generally, when the First Article quantity is destroyed in testing, it should not be drawn (deducted) from the computed buy quantity. The PR initiator should place the computed buy quantity on the deliverable line item, and treat the destructive test quantity as an additional requirement. This may only be done, however, if sufficient funding is available.

7.15. Line Items for Hazardous Materiel. When the item is or may be hazardous per Fed-Std-313, the PR initiator must include a data line item and associated CDRL for the mandatory Performance Oriented Packaging (POP) test reports. Contact the packaging community for assistance if needed. Failure to include this line item at initiation will delay the PR during coordination.

Chapter 8

DELIVERY INFORMATION AND OTHER REMARKS FOR ITEM BUYS

8.1. General. A central consideration in the acquisition process is the amount of time it will take to define the requirement and establish the contract, how long it will take the contractor to deliver the materiel or begin performance of the service, and how the total of these times compares to when we actually need the materiel or service. The following terms will be used:

8.1.1. Need Date (ND): For materiel, this is the date projected by the requirements system when we expect on-hand assets to reach or drop below established safety levels, or to reach zero if no safety level is established. For D200A, this is the first date when a peacetime third short value appears. The ND can equal the current date when backorders exist. For services, the ND is the date on which we need the performance of the service to begin. The PR must state an accurate need date, whether or not it is possible to obtain delivery by that date. Since this is a jointly owned process, the focus should not be on the item managers or buyers time clock but on whether the overall process is supporting the mission.

8.1.2. Required Delivery Date (RDD): The RDD is the date or code indicated by the requisitioner on the MILSTRIP/MILSTRAP requisition. The date is the actual date the item is needed by the requisitioner. Expedite codes are valid and may be used in this field to indicate special priorities. If available, this information is a mandatory entry on the PR.

Note: For materiel, this is the date specified on the contract that must deliver at least ten percent (the first significant delivery quantity) of the quantity on order. Because it becomes a contractually binding requirement, the buyer must negotiate a realistic RDD whether or not it satisfies the need date. It is counterproductive to ask potential suppliers to sign a contract with an RDD that they can not possibly meet. Either they will decline to bid, or they will charge premium prices for the overtime they expect to incur. If in spite of this the RDD is still not met, we incur additional costs in managing what is now a delinquent delivery. The RDD is based in part on procurement history data available to the buyer and in part on negotiations between the buyer and the offeror.

8.1.3. Administrative Lead Time (ALT). The definition of ALT is:

- ALT begins when the requirements system calculates a buy requirement for an item or the time at which a purchase request must be initiated to ensure that, at least in theory, the new stock arrives just as the assets on hand reach the safety level.
- ALT ends on the date the contractual instrument is executed (contract award).
- ALT includes the time periods required for identification of the requirement to buy; review, approval and documentation of the purchase request; technical data review and documentation; as well as the processing and execution of the contractual instrument.

8.1.3.1. ALT is broken down into three segments: Pre-PR, PR/MIPR Processing, and Contracting Processing.

8.1.3.2. Pre-PR ALT is defined as that period of time beginning when the requirements system calculates a buy requirement for an item and ending when a PR is accepted in the PR/MIPR Control Activity for processing. For clarity, these points are further defined as follows:

8.1.3.2.1. For the Consumable/Recoverable item system, Pre-PR ALT begins with the 31 December, 31 March, 30 June or 30 September CSIS from the Summary Computation. The length of this segment of time has not currently been approved for use within secondary item requirements System D200A. The IMS is currently required to use 7 days.

8.1.3.2.2. For the Equipment Requirement Item System, Pre-PR ALT is not applicable. The equipment program identifies a target PR/MIPR initiation date, which begins the ALT segment.

8.1.3.2.3. For buy requirements not generated from a requirements computation, Pre-PR ALT is not applicable.

8.1.3.2.4. In all cases, Pre-PR ALT ends when PR/MIPR Control Activity processes the PR acceptance transaction into the procurement tracking system.

8.1.3.3. PR/MIPR Processing ALT begins when the acceptance transaction is processed by the PR/MIPR Control Activity into the procurement tracking system and ends when processing is complete when the PR/MIPR Control Activity processes the release transaction into the procurement tracking system.

8.1.3.4. Contracting Lead Time (CLT) begins when the PR/MIPR is accepted by the contracting activity and is input into the procurement tracking system and ends when the contract is awarded/distributed.

8.1.4. Production Lead Time (PLT): The definition of PLT is:

8.1.4.1. PLT begins on the date that the contractual instrument is awarded/executed.

8.1.4.2. PLT ends when the materiel is received. When all materiel is delivered at the same time, the date of confirmation of receipt of that delivery is the end of PLT. When contractual provisions provide for incremental deliveries based on projected demands or other future requirements, the date of confirmation of the first significant delivery (approximately 10% of the routine contract requirement) is the end of PLT.

8.1.5. Acquisition Lead Time (AQLT): AQLT is the sum in actual elapsed calendar days of ALT and PLT. For internal management purposes, ALC systems have been programmed to track exception codes which may also "stop the clock" under certain conditions. Therefore, segment times may not sum up to the true AQLT.

8.2. Experienced vs. Projected Lead times. Lead times can be considered from two perspectives: what past experience has shown is realistic lead time for an item or service, and what we expect future lead time to be. We can usually predict what the next purchase's lead time will be, if the next purchase will be similar to the past purchase(s). Lacking useful historical data, the next alternative is data for comparable purchases of similar items or services. Lacking that, the best considered judgment of the IMS, ES, engineers, and buyers should be used to project the expected lead time. At times, an item may fall into a special set of circumstances where a buy is underway (contract awarded but delivery not yet effected) when the next buy notice is generated. The IMS may use the contractor's estimated production time for the active buy plus 15 days for shipment and receipt processing.

8.3. Determining the PR/MIPR Priority. Having determined the expected ALT and PLT for the upcoming buy, the initiator will add that time to the anticipated PR/MIPR initiation date to determine the

expected "routine" delivery date or performances start date. By comparing this date to the actual need date, the initiator will determine the proper PR/MIPR Priority Code. The valid codes are A, B, C, D, E, and R. Code A is considered "emergency"; B, C, and D are considered "urgent"; and E and R are considered "routine". They are defined and used as indicated below. The circumstances which support the use of PR/MIPR priority B, C, and D also support the "compelling need" element for application of Other Than Full and Open Competition..

8.3.1. Priority code A is reserved for "Emergency" requirements. These are requirements which carry such an exceptional degree of urgency that they should be hand carried through the process for immediate attention by each functional area. Use of priority code A is strictly controlled. Extraordinary actions will be taken by the buyers to place priority code A requirements on contract as quickly as possible. Because these actions bypass the normal checks and balances, various levels of approval will be required either prior to or after contract award. To ensure that priority code A is used only where truly warranted, the minimum approval on the PR/MIPR will be the ALC Product Director (regardless of dollar value which might otherwise only require division or lower level approval). See below for approval procedures.

8.3.2. Priority code B applies to PR/MIPRs written to satisfy Not Mission Capable Supply (NMCS)/Mission Capability (MICAP) backorders and critical repairs/services which are considered equivalent to the urgency of a NMCS/MICAP backorder. If the item required is still being produced to support a production line for a weapon system or subsystem acquisition program, the IMS will include a Note to the Buyer identifying the acquisition program and the contractor(s)/subcontractor(s) and the acquisition program management office involved. This alerts the buyer to a known active producer and a ready source of supply. The IMS will contact the Deputy Program Manager for Logistics (DPML) or equivalent at the program management office and negotiate diversion of assets from the acquisition program to satisfy field NMCS/MICAP requirements.

8.3.3. Priority code C applies to PR/MIPRs written to satisfy MILSTRIP/MILSTRAP Priority 1-3 backorders. The IMS will support use of priority code C with a current list of priority 1-3 backorders.

8.3.4. Priority code D applies to PR/MIPRs written for urgent requirements which do not satisfy the criteria for priority codes A, B, or C. In particular, items with critical delivery schedules affecting scheduled repair/overhaul production lines; safety of flight or ground safety items (when delay in delivery causes an unacceptable increase in risk); and special programs to satisfy the minimum requirements of this priority. Support for use of priority code D will include clear statements of how the government will be impacted if the normal/routine acquisition process is performed.

Note: All incoming urgent PR/MIPRs should be coded with PR/MIPR Priority Code D.

8.3.5. Priority E applies to PR/MIPRs written where the need date is less than AQLT away, but which cannot qualify for priority codes A, B, C, or D. No justification is needed other than identification of a need date less than AQLT away.

8.3.6. Priority code R applies to PR/MIPRs written where the need date is AQLT away.

8.4. Limits on Emergency and Urgent PR/MIPRs. Because Emergency and Urgent PR/MIPRs require expedited actions within the ALC and involve shortcuts on the normal acquisition process, certain limitations must be imposed. Local management may further restrict the application of emergency/urgent buying procedures in response to contingencies such as funds limitations via policy letters or formal supplement to this regulation.

8.4.1. If every PR/MIPR is "urgent", none will receive "urgent" handling. Each center must establish management controls to prevent priority abuse. The centers' process must balance the need for a proper level of review and approval against the fact that for truly urgent requirements we can least afford bureaucratic delays. Therefore, the management levels involved should be as low as possible to maintain effective control, and emphasis should be placed on hand carry/walkthrough arrangements with follow-on documentation as needed for audit trail purposes. Local review/approval procedures must also accommodate crisis and contingency situations in which the volume of truly urgent requirements may surge dramatically.

8.4.2. The quantity to be purchased on an emergency basis will not exceed the total of current NMCS/MICAP backorders and/or other known, definite, documented emergency requirements. This can include scheduled future requirements under very limited circumstances (e.g., when we need a certain quantity immediately to resolve an emergency depot maintenance work stoppage and also know as a fact that a certain quantity will be needed in the very near term to keep the line going). However, the future requirement quantity should not exceed the bare minimum needed to provide support until an urgent buy can be delivered. Other projected requirements (e.g., anticipated NMCS/MICAP backorders) must not be included in this total since those requirements may not occur. However, the projected requirements should be placed on an urgent buy and accelerated delivery/direct shipment requested as the actual backorders develop.

8.4.3. The quantity to be purchased as urgent will not exceed the total of:

8.4.3.1. Current backordered NMCS/MICAP or priority 1-4 requirements, plus

8.4.3.2. Demands expected to occur during the AQLT, minus

8.4.3.3. Serviceable assets generated from repair during the AQLT and assets due in from open contracts during the AQLT.

Note: After a Consumable/Recoverable item is determined to qualify for urgent processing, the urgent quantity may be determined by subtracting the Other Intermediate Maintenance (OIM) safety level, Variable Safety Level (VSL) depot, and non-urgent peacetime additives from the peacetime buy quantity. The quantities subtracted out are considered routine. If the calculation produces zero or a negative number, the buy cannot be processed as urgent.

8.5. Impact of AQLT on Computed Requirements. All AFMC requirements computation systems base the timing and/or quantity of a buy in part on the AQLT reflected in the requirements system data files. This data element (or elements, if reflected as ALT and PLT separately) may come from several sources, including:

8.5.1. System overlaid values received from the procurement tracking system based on current or completed contracts.

8.5.2. System default values, when no other data exists

8.5.3. Values manually entered by the IMS during file maintenance

The IMS must confirm the lead time values in the requirements system data files. The IMS will ensure that realistic lead time values are maintained in the data files.

8.6. Direct Shipment. When procured items can be shipped directly to a field customer, significant cost savings are possible. DoD policy emphasizes use of direct vendor-to-customer delivery in all cases where

it is economically justified. IMSs will not specify direct shipment unless it is known that the field backorder will still be valid when the vendor is ready to deliver. However, ASIs should be processed for open backorders before scheduled delivery to improve mission support and save second destination transportation costs. In order to qualify for air movement, all available MILSTRIP/MILSTRAP information, must be provided on the PR/MIPR or ASI,

8.7. Defense Priorities and Allocations System. Title I of the Defense Production Act of 1950, as amended, authorizes the President to require that contractors accept and perform on a preferential basis contracts for certain approved defense and energy programs; and authorizes the President to allocate materials and facilities to promote those approved programs. The Department of Commerce, Office of Industrial Resource Administration (OIRA) implements this program in their Defense Priorities and Allocations System (DPAS). DPAS authorizes certain defense programs (for example, military aircraft) to be rated. Rated orders are identified by a priority rating of DO or DX and a program identification symbol (i.e., A1 for military aircraft or C3 for maintenance, repair and operating supplies). Rated orders take precedence over all unrated orders, while DX orders take precedence over DO rated orders. A contractor who receives a rated order may in turn pass the priority to subcontractors and suppliers as necessary to ensure that the prime contract can be satisfied. All rated orders must be accepted and performed to the maximum extent possible to assure delivery as required.

8.7.1. Under the terms of the regulation, virtually every AFMC purchase is a rated order due to being in support of a military weapon system. However, the DX rating is reserved for use in very select cases. The weapon system programs which have been authorized use of the DX (BRICK BAT) rating are listed in the Master Urgency List (MUL), a classified appendix B to DOD 4400.1-M, Policies and Procedures for Implementing Approved National and Military Urgency Determination. The MUL also lists high priority DO programs (CUE CAP), although lesser priority DO programs are not listed. The following procedures will be followed to ensure that all appropriate acquisitions are given DX priority handling and that no unauthorized use of the DX/DO rating occurs. The MUL will be maintained under proper security storage by a locally designated custodian/DPAS monitor.

8.7.2. Upon identification of an item or program as qualifying for a DX or DO rating, the involved PR/MIPR initiators will screen all active and upcoming acquisition actions. If necessary, they will advise the buyers of the need to upgrade current PR/MIPRs or contracts. This may be done by letter or other written means. No PR/MIPR amendment is required unless a change to the funds commitment is required or the PR/MIPR priority is being upgraded.

8.7.3. The initiator will clearly mark new PR/MIPRs for DX and DO rated acquisitions "DX RATED ORDER" in the Remarks or Purpose Statement block and will further indicate the rated program or system it supports. These PR/MIPRs will be routed by the PR/MIPR Control Activity to the DPAS Monitor for coordination during the normal coordination process. The DPAS Monitor will confirm the correct application of the DX rating, delete the rating if not properly assigned, and notify the initiator of such deletion.

8.7.4. Initiators will ensure that all DX and DO rated PR/MIPRs also carry the appropriate PR/MIPR Priority Code. A DX order does not necessarily qualify for an Emergency or Urgent priority. If the requirements identification process has performed correctly, the need date should match the normal AQLT and the buy should be processed as "routine". Even in "routine" cases, the DX rating clearly indicates to the contractor that this delivery schedule is a significant "must comply" requirement.

8.8. Defining the Delivery Schedule. The PR/MIPR initiator completes blocks 10 and 11 of the AFMC Form 36 to show the requested delivery schedule and destinations. If necessary, use AFMC Form 36B or AFMC Form 36C. Delivery schedules driven by scheduled demands (such as programmed depot maintenance) should be clearly identified as such so the buyer is aware of the time sensitivity for those deliveries. Be sure to coordinate such delivery schedules with the requiring activity.

8.8.1. Block 10A: Line Item Number. Enter the line item/sub-line item number from block 8A.

8.8.2. Block 10B: Required. Insert "R" to indicate a required delivery schedule.

8.8.3. Block 10C: Delivery Schedule. Enter the delivery schedule using one of these structures:

8.8.3.1. Item procurement:

8.8.3.1.1. Single delivery of entire line item quantity to one location: Enter the PR/MIPR Line Item Need Date. For urgent requirements where premium funding is appropriate, obtain approval from your funds monitor and enter remarks identifying the scope and applicability of the premium funding.

8.8.3.1.2. Incremental (time-phased) deliveries to a single location: Enter each PR/MIPR Line Item Delivery Increment Quantity, and its associated Need Date. Ensure that the increment quantities add up to the Line Item Quantity in block 8D.

8.8.3.1.3. Split deliveries (simultaneous) to separate addresses: Enter a single delivery schedule of entire line item quantity to one location.

8.8.3.1.4. Incremental (time-phased) deliveries to separate addresses: Enter each Delivery Increment Quantity and need date for each addressee.

8.8.3.1.5. When requesting MYC enter a delivery schedule only for the instant order quantity line item (if any). Enter Remarks Text stating "Will be specified on each order" for line items establishing ordering contracts with no instant order.

8.8.3.2. Technical Reports and other data required in support of item buys may have either a specified calendar delivery date or a relative date (e.g., 60 days after completion of study).

8.8.4. Block 11A (1) "Ship To":

8.8.4.1. Enter the DoD Activity Address Code (DODAAC) which is to receive the shipment indicated in Block 10A through C. In all cases where it is economically justified, specify shipment to using activities rather than storage depots. If exact shipping instructions cannot be provided, either enter "TBD" (to be determined) or provide the depot storage account information with the "ASI" remark. Entering "TBD" imposes additional processing of an amended PR/MIPR to establish the transportation requirements prior to delivery. Entering the depot storage account may or may not require Amended Shipping Instructions.

8.8.4.2. For shipments to DOD activities to fill requisitions; when the Signal Code is A, B, C, or D, use the first six positions of the document number (positions 30-35 of the MILSTRIP/MILSTRAP requisition). When the Signal Code is J, K, L, or M, use the Supplementary Address (positions 45-50 of the MILSTRIP/MILSTRAP requisition).

8.8.4.3. For shipments to FMS customers, enter the Supplementary Address in the "Ship To" block. Enter the FMS Case in the "Mark For" block. Transportation Specialists will extract key information from the MILSTRIP/MILSTRAP to construct the Ship To/Mark For Military Assis-

tance Program Address Code MAPACs (positions 45-50 of the MILSTRIP/MILSTRAP requisition) and enter on DD Form 1653, **Transportation Data For Solicitations** for the final PR package.

8.8.4.4. For storage shipments, enter the DODAAC of the storage location in the “Ship To” block and account/condition or purpose code in the “Mark For” block.

8.8.4.5. For special use shipments (Readiness Spares Package (RSP), special projects, etc.), enter the DODAAC of the responsible activity.

8.8.4.6. In every case where an ASI may be needed, "ASI possible" must be indicated on the PR/MIPR either in the Remarks field or as an indicator.

8.8.5. Block 11A (2): “Mark For”.

8.8.5.1. For shipments to DoD activities to fill requisitions, this field may be left blank unless other information or guidance is available. The following is additional information that needs to be included:

- Contracts and open purchase requests involving NSNs that transferred to DLA will have the Mark For block state: “These items are to be moved into the DLA account (02) upon receipt”.
- Any information provided in the supplemental data field following the MILSTRIP/MILSTRAP document number.
- Any NMCS/MICAP, project codes, RDD, signal codes, etc.
- When applicable, add POC and phone number.

8.8.5.2. For shipments to FMS customers, use the two position Country Code, hyphen, paying service agency, hyphen, and the master case. Example of construction is “TK-D-SKF”.

- The country code is the 2nd and 3rd positions in the MILSTRIP/MILSTRAP document number (positions 31 and 32).
- The paying service agency is the first position in the MILSTRIP/MILSTRAP document number (position 30) (D = AF, B = ARMY, P = NAVY, etc.).
- The FMS master case is the last three position in the Supplementary Address (positions 48-50).

8.8.5.3. For storage shipments, enter the account designator (e.g., ACCT09).

Note: For items not going to storage or is in urgent need/work stoppage, etc., mark specific location with POC and phone number of individual who will claim shipment.

8.8.5.4. For special use shipments, each center must establish accounts as needed to prevent mixing of assets authorized and funded for different purposes. As necessary, include in the remarks section, any special marking instructions related to these special accounts.

Note: MIPR mark for information will be entered in the Description field (block 9b of DD Form 448).

8.8.6. Block 11B: MILSTRIP Data.

8.8.6.1. For direct shipments to DoD and FMS customers in support of requisitions, enter the MILSTRIP/MILSTRAP Document Number and priority designator.

8.8.6.2. When available, all available MILSTRIP/MILSTRAP information must be provided on the PR/MIPR or ASI.

8.9. Block 12, Remarks: The initiator will use Remarks text, as needed to amplify/clarify the requirement data for the buyer. Use continuation sheets as necessary. Some examples are as follows:

8.9.1. Buy authority

8.9.2. If the PR/MIPR is procuring items for mod/TCTO kits in lieu of using currently available DoD stocks, indicate "New procurement in lieu of using GFE/GFM/GFP assets is necessary to meet schedule and mission requirements."

8.9.3. For advance PR/MIPRs, enter the statement "FY ____ funds apply to this requirement. No obligation may be incurred until FY ____ funds availability has been certified".

8.9.4. The funds certifying official will add funding remarks (instructions related to initiation/commitment of funds, obligation ceilings, etc.) to the PR/MIPR during the funds certification coordination.

Note: J023 is programmed with "canned" remarks for this block, which preclude its use for other remarks. Initiators will use the notes to the buyer field for remarks not allowed in Block 12 on J023 PR.

Chapter 9

PR FUNDING AND APPROVAL FOR ITEM BUYS

9.1. Accounting Classification: The initiator will fill in the complete "long line" accounting classification in Block 13. Use the AFMC Form 36B or AFMC Form 36E if needed. Consult the division/directorate funds monitor or local financial management organization for assistance in identifying the correct funds cites. J023 uses data input by the requester (the Program Year, BPAC, MPC, and Program Element) and data from its files to prepare the accounting classification for J023 system generated form.

9.1.1. Block 13A, Line Item Number: Enter the line or sub-line item from Block 8A.

9.1.2. Block 13.B (1) through (10), Accounting Classification: Enter all elements of the Standard Air Force Accounting Classification (SAFAC). These may be obtained from the authorized documents/program management directives. Block 13.B (11) is optional for additional data.

9.1.3. Block 13.C, Other Station Funds (OSF): Enter any funds citation that does not meet the SAFAC format above.

Note: When citing a funds line from another station/service, annotate the funding authorization document control number in Block 13C and attach a copy of the document to the PR.

9.2. Approvals. The initiator will sign and legibly print, type, or stamp his or her name, office symbol, telephone extension, and date in block 14A. Additional signatures in the same format will be added in blocks 14B through 14F as required below. For J023 PRs, signatures are required on the "initial" PR only, not the "final" PR.

9.2.1. Routine (Priority R and E) PRs require initiators signature. The approving authority signatures are on the requirements computation document.

9.2.2. Urgent (Priority B, C, and D) and emergency (Priority A) PRs require review and approval by a locally designated management level. This approval, as well as intermediate reviews, is indicated in block 14.

Chapter 10

SPECIAL PROCEDURES

10.1. General. This chapter provides guidance for preparing a PR for insurance policy items.

10.2. AFMC New Source Insurance Policy. The principal aim of allowing new sources to compete for government contracts is to obtain the best possible price and performance, which will theoretically always occur in an open market competitive situation. A side effect of this situation, however, is that we are also exposing ourselves to increased risk should an unproven source's item not be functional. To guard against this, certain items (primarily complex or critical performance type items) require First Article (FA) testing and approval before the new source is given the go-ahead for production. Remember that the requirements systems produce buy notices based in part on an expected acquisition lead time (AQLT). If a FA test is required, the actual AQLT will almost certainly exceed that upon which the requirement was based. The AFMC New Source Insurance Policy allows new sources to bid on such items while ensuring that we also have a contract in place with a proven source for the minimum quantity needed to maintain support. The proven source's contract also has an option for up to the total buy that can be exercised in the event that the new source cannot perform. Ideally, this procedure provides complete support with no break in supply. At the minimum, it allows us to avoid repeating the entire AQLT. If the new source cannot perform, we have an option in place and we are only production lead time (PLT) away from delivery.

10.2.1. The Insurance Policy processing will be applied to purchases where all of the following conditions are satisfied:

10.2.1.1. A break in supply (that is, failure to deliver on schedule) would jeopardize support to operational units' mission capability.

10.2.1.2. The item has an AMC of 1 or 2 assigned, regardless of the AMSC.

10.2.1.3. The item is of such complexity or criticality that a FA test is required to ensure that the new source is capable of producing a conforming part.

10.2.1.4. The buy will be processed under a routine PR/MIPR priority code of E or R.

Note: Emergency buys (A) need expedited processing through the PR/MIPR and Contracting process and therefore, are not candidates for the Insurance Policy.

Note: These criteria are established such that items which qualify for the Insurance Policy will also qualify for use of F&OC for the Mission Essential Quantity (MEQ). A central point which must be supported in the justification for OTF&OC is that timeliness of the delivery is an essential element of the government's requirement, and that only one or a limited number of previously proven sources can satisfy the requirement when that factor is included.

10.3. Requesting Use of the Insurance Policy. To request the use of the Insurance Policy, the IMS will enter the MEQ as a separate line item, with Remarks Text identifying the requirement as an Insurance Policy buy and for the line item identifying it as the MEQ. A note to the buyer will state that "Line Item ____ is the Mission Essential Quantity needed to assure critical support while first article testing is accomplished. MEQ is based on completion of first article testing/verification within ____ days of contract award. Critical mission requirements prohibit any slippage without prior IMS approval. Failure to satisfy delivery and testing requirements on schedule will result in the proven source option being immediately

exercised." The referenced schedule should be reflected on the AFMC Form 260. Further marking instructions (Ship to/Mark for) for the FA line item must include a requirement on the contractor to identify it as an Insurance Policy item. This will provide the needed visibility upon receipt of the FA to expedite the testing of the FA. A J&A for the requirement will be submitted with the PR. This J&A will be used only in the case where an unproven source is the lowest offeror. Given this situation, there will be two actions (one definite and one potential) covered by the J&A. The first action (definite) will be the award of the MEQ using FAR 6.3 (Only One or Limited Number of Responsible Sources). This action will always be applicable for an insurance buy when an unproven source is the lowest offeror. The second action (potential) covered by the J&A will be the proven source's option, exercised if (and only if) the unproven source fails to meet the FA requirements stated in the contract. In this situation, the balance of the requirement will be awarded to the proven source using FAR 6.3.

Chapter 11

TECHNICAL REQUIREMENTS

11.1. General. In order to ensure receipt of what is really wanted, and also in order to ensure compliance with numerous Public Laws, various technical specialists must participate in defining the technical aspects of the requirement. Chapters 11-16 contain the policy and procedures for these actions.

11.1.1. As used in this instruction, the term "data" means information in any form. This means processing information related to technical requirements for the buy. The term "data" is also applied in some contexts to mean information in a particular format or stored on a particular media (e.g., engineering drawings stored on aperture cards or optical disk). Where the context does not specifically identify a narrow definition of the term, the broad meaning applies.

11.1.2. For effective execution of the acquisition process, the buyer must be able to quickly resolve questions and issues relating to technical requirements within the PR. Therefore, every technical specialist who adds a technical requirement must include sufficient information to allow the buyer to contact him or her directly for clarification of the requirement. This may be in the form of name, office symbol, and telephone in plain text or through use of symbols/routing codes that cross-reference to the responsible person/position.

11.1.3. In all cases where there is a requirement for the delivery of data, the persons making the requirement must work closely with the program's DMO. This partnership is critical to the proper selection of the most appropriate DID and definition of the data delivery details (timing, delivery media, etc.) for the CDRL.

11.2. Responsibilities. To allow the most effective use of resources, AFMC policy allows great flexibility in organizational alignment. Because of this, the following chapters will make reference to position titles, not organizational titles. The following positions are the key players for technical support to the acquisition process; however, see paragraph 1.3 for waivers to this instruction.

11.2.1. Screening technicians (ST) are the individuals charged with executing the breakout screening process prescribed by DFARS Appendix E. They review the available engineering data to determine its adequacy for competitive acquisitions; identify deficiencies in that regard; recommend actions to resolve those deficiencies; and assign the applicable AMC/AMSC.

11.2.2. The ES' role in the acquisition process is centered around ensuring that the item specified on the PR is actually what the end user wants, and ensuring that the PR package technical requirements are complete and sufficient to result in a conforming item being delivered.

11.2.3. The engineer ensures that the item described in the data package will perform the intended mission. The engineer is also responsible for technical decisions related to design and systems integration of items, assemblies, and weapon systems. To this end, the engineer is the decision-making authority on issues of design and specifications. The engineer also establishes new source qualification requirements and approves or disapproves new sources seeking to become qualified. The engineer establishes first article test requirements. In all technical requirement areas, the engineer serves as advisor and consultant.

Note: The technical authority is the chief engineer of the responsible system or lead engineer of the end-item. Technical authority to define and document the technical requirements may be delegated by the

chief engineer of the responsible system or lead engineer of the end-item to those having technical competence and capability to perform the required activities. (See AFMCI 63-1201).

11.3. Purchase Request Technical Requirements. For every item buy, the PR package will include to some degree a collection of technical requirements, requirements for specifications, standards, quality, inspection, packaging, etc. which pertain to the production of the item. For highly complex or critical items, the technical requirements can be very extensive.

11.4. Overview of the Technical Requirements.

11.4.1. The technical requirement description of an item defines the required design configuration and procedures required ensuring adequacy of item performance. It consists of all applicable technical data such as drawings (commonly called the bid set) and associated lists, specifications, standards, performance requirements, quality assurance provisions, and packaging details.

11.4.2. Identification of technical requirements should be accomplished ahead of an actual buy requirement; this should be during or in conjunction with AMC/AMSC screening.

11.4.3. Technical requirements are relatively stable, and once documented should need review infrequently or only when special circumstances warrant. For example, a sudden increase in Product Quality Deficiency Reports may trigger a review of the quality assurance requirements; or receipt of re-procurement data allowing competitive procurement may trigger a total review. The technical specialists who establish requirements may define periodic review criteria. The engineer may in turn require more frequent reviews.

11.4.4. The orientation of the technical requirements is towards item buys. For repairs and other services a similar type of document (either a Statement of Work or a Maintenance Work Specification) is used.

11.5. Other Associated Documents. Several mandatory or conditionally mandatory documents are unique to each buy. In particular, if any data is required for a buy, the applicable DIDs should be tailored. For potential data deliverables, the actual CDRL is unique for each buy involving data deliverables.

Chapter 12

THE TECHNICAL SCREENING PROCESS

12.1. General: HQ AFMC/EN is the OPR for this chapter

12.1.1. The range and depth of technical information required in support of a buy is almost unlimited. This chapter provides a baseline process and a set of policy guidelines. The objective is to establish an effective and efficient mechanism to determine and document the technical requirements.

12.1.2. To the greatest extent possible, the technical screening actions described in this chapter and chapters 13-15 must be accomplished prior to receipt of buy notification from the requirements systems. The requirements computation systems calculate buy timing and quantities based in part on expected lead time. When the actual lead time is greater than expected because the supporting engineering data and other technical information is not ready when needed, support to customers may fall short and overall inventory costs may increase as the computation systems compensate for longer lead times. Problems may also arise when screening is rushed for an immediate buy and critical technical requirements are overlooked.

12.1.3. DFARS Appendix E, "DOD Spare Parts Breakout Program," prescribes a complete breakout screening process aimed at determining which Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC) applies to an item. This screening inherently reveals many technical requirements that factor into the AMC/AMSC determination. The full screening process requires an exhaustive technical and engineering review of the item. The added effort to develop and document the remaining technical requirements concurrent with the breakout screening is minimal compared to retrieving the drawings and specifications at a later date for an additional review.

12.2. Breakout Screening Policy.

12.2.1. Screening technicians who process centrally managed parts will comply with DFARS Appendix E.

12.2.2. IMSs who identify items lacking a current AMC/AMSC and with an expected annual buy value of more than \$10,000 (or lower threshold as established by local policy) will request full breakout screening as early as possible prior to the actual buy notification. If the full screening cannot be completed without delaying expected delivery (based on past lead times) to a point beyond the need date, the immediate buy may be processed based on limited screening per DFARS Appendix E. However, high cost/high demand items should be referred for immediate initiation of full breakout screening.

12.2.3. After an item is referred for full breakout screening, buys will require revalidation of the AMC/AMSC. There is no limit to how many such re-validations may be accomplished; however, the progress of the full screening must be documented in the Justification and Approval/Sole Source Justification to support the re-validations.

12.2.4. DFARS, Appendix E requires that "breakout improvement efforts shall continue through the life cycle of a part to improve its breakout status or until such time as a part is coded 1G, 2G, 1K, 2K, 1M, 2M, 1N, 2N, 1T, 2T, 1Z, or 2Z." Items having AMSCs of A, B, C, D, H, P, R, S and U and AMC coded other than 1 or 2 will be subject to continuing review. Items acquisition method coded 1 or 2 are not subject to re-screening unless circumstances affecting the data inhibit competition. Re-screening

may result in the identification of one or more of the elements for which the government does not possess clear rights to use the data for purposes of competitive procurement. Challenges of the limitations on use of the data may result in relief from the contractor and permit use of the drawing for competitive purposes. However, even though a single drawing may have the limited rights annotation removed as a result of challenge, similar efforts for drawings may not be successful. Therefore, the expenditure of resources to clear the limitations for a single drawing, independent of other limited rights drawings may not be economical. In the screening/re-screening process, all of the limited rights drawings will be identified to the Engineering Data Management Officer (EDMO). The EDMO will make all reasonable efforts to acquire all rights required to permit procurement of the item competitively.

12.2.5. In the event that data required to support competitive procurement is missing, the concept regarding limited data rights challenges applies to the acquisition of the missing data. Screeners will identify all missing data to the EDMO function that will determine the appropriateness of attempting to acquire any or all of it.

Chapter 13

TECHNICAL REQUIREMENTS DOCUMENTS

13.1. General. This chapter will be used to compile the various technical requirement documents for production of the item. Specialists in the engineering, technical data, and technical support areas define these requirements as necessary. Technical requirements will be included with the PR package. The requirements documented must represent the essential minimum criteria necessary to ensure satisfactory delivery of conforming items.

Note: The technical authority is the chief engineer of the responsible system or lead engineer of the end-item. Technical authority to define and document the technical requirements may be delegated by the chief engineer of the responsible system or lead engineer of the end-item to those having technical competence and capability to perform the required activities. (See AFMCI 63-1201).

13.2. Preparation Methods. The following paragraphs prescribe the general areas of technical requirements to be addressed. Technical specialists must use discretion and good technical judgment in determining which of the following areas need to be included, as well as in identifying and including additional technical requirements not discussed below.

13.3. Materials/Composition and Ozone.

13.3.1. Critical material/composition requirements must be identified in either the item description or the remarks section. The initiator may either reference the requirement as stated on the drawing, or explicitly reiterate it. The following cases illustrate where this may be appropriate:

- Safety critical screw threaded components.
- Hardness critical items.
- High temperature alloys.
- Magnetic materials.
- Honeycomb bonded materiel.
- Precious metals.
- Jewel bearings.
- Flight Safety Critical Aircraft Parts (FSCAP).

13.3.2. There will be no requirement established for the use of virgin materials or prohibiting the use of recovered materials, unless:

13.3.2.1. The intended use of the item or its useful life-span will be jeopardized by the use of recycled or reclaimed materials, or

13.3.2.2. The terms of any existing warranty on the item, next higher assembly, or system will be violated if reclaimed or recycled materials are used.

13.3.3. "Hazardous materials" (HAZMATs) are defined in Fed-Std-313. Due to the hazards they pose and the added life cycle costs when HAZMATs are part of an item or used in performance of a service, use of HAZMATs must be minimized. Where use or delivery cannot be avoided, the contractor must comply with marking and reporting requirements. When possible, government technical person-

nel must modify technical requirements to reduce the delivery of HAZMATs into the government inventory, as well as reduce the use of HAZMATs in the production process. We must also allow contractors the opportunity to propose less hazardous alternatives. For all buys, the technical specialist must include the following requirements:

13.3.3.1. For developmental items (where materials to be used are not already explicitly called out), a requirement that the offeror's proposal minimize use of HAZMATs.

13.3.3.2. For established items (where materials to be used are HAZMATs, and are already explicitly called out), a requirement that the offeror's proposal identify less-hazardous alternatives where possible and cost-effective.

Note: The responsibility to evaluate HAZMAT alternatives lies with the technical and requirements communities.

13.3.3.3. In the interests of reducing HAZMAT purchases, technical specialists should consider those items whose materiel composition is not explicitly defined by the government data package and which have a substantial HAZMAT content/reduction potential. For such items, selectively include a requirement for the offeror to describe the technical nature of the hazard when the proposed deliverable is hazardous per Fed-Std-313; or to state that the proposed deliverable is not hazardous under current rules and regulations. This allows full evaluation of HAZMAT characteristics prior to award. Include the following in the technical requirements:

13.3.3.3.1. To include HAZMAT characteristics as an evaluation factor (include clear instructions indicating whether HAZMAT characteristics should be given consideration equal to, greater than, or less than price, delivery, and other evaluation factors); and

13.3.3.3.2. Where to forward the proposals for evaluation (note that the responsibility to evaluate HAZMAT alternatives lies with the technical and requirements communities); and

13.3.3.3.3. Give instructions to delete the CDRL line item for the MSDS(s) when the successful offeror has certified that the deliverable does not include HAZMATs.

13.3.3.4. AFFARS 5310 prohibits the delivery of Class I Ozone Depleting Substances (ODSs) into the Air Force inventory, as well as their use in performance of services for the Air Force. If delivery or use is unavoidable, follow the procedures in AFFARS 5310 to obtain a waiver. In accordance with AFFARS 5323 the statement that the government does not require ODS SHALL read as follows: "I have reviewed the requirement, including available technical documentation, and believe that it does not require the contractor to use Class I ozone depleting substances (ODS) identified in Air Force Policy, nor is it written so that it can only be met by the use of a Class I ODS." This statement may be documented in a variety of ways, such as being included in the item description, stamped on the face of the PR or included in a listing of National Stock Numbers (NSNs) or stock classes reviewed on a one-time basis, agreed between base supply activities and the local contracting office. Further purchases of these NSNs or in these stock classes would not require an individual statement.

13.4. Surplus Materiel. As an alternative to new manufacture of items, surplus materiel may be available to satisfy the requirement at substantial savings. When surplus materiel has previously been offered or when there is a known possibility that it may be offered in the future, the Equipment Specialist must comply with the following paragraphs. Note that the determination is based solely on technical suitability, not on whether or not surplus is available at this time. Include requirements defining what types/condi-

tions of surplus are acceptable and the associated quality assurance tests. The AFMC Form 813, Surplus Materiel Worksheet, facilitates this. Instructions are on the back of the form.

13.4.1. Determination of Surplus Acceptability. The technical community will determine which types/conditions of surplus are acceptable. A decision that any or all types/conditions are unacceptable must be supportable on the grounds that (1) the item's technical characteristics require an extreme degree of reliability; or (2) it is impossible to develop realistic and feasible inspection and acceptance criteria. Further guidance for particular types/conditions is provided below:

13.4.1.1. New and unused government surplus generally must be considered as acceptable. The only exception is for items of such criticality that failure could directly cause loss of life or catastrophic failure of a weapon system. Because the government previously accepted these items, inability to develop realistic and feasible inspection and acceptance criteria cannot be used to disqualify the potential offer. However, the offered materiel must have been manufactured by a currently approved source when source approval restrictions currently exist; and the materiel must have been suitably warehoused since being sold by the government when environmental control is currently required. The technical community must therefore include such special requirements with Surplus Materiel requirements when applicable, especially in cases where materiel was formerly acquired without those restrictions.

Note: New and unused items coded as Flight Safety Critical Aircraft Parts (FSCAP) must be in original manufacturer's pack to be considered acceptable as required by AFMAN 23-110, Volume 6, Chapter 10.

13.4.1.2. Other conditions of government surplus may be indicated as acceptable only when there is no technical reason for rejection and realistic and feasible inspection and acceptance criteria can be established.

13.4.1.3. The four conditions of commercial surplus (new/used, new/reconditioned, new/modified, and new/overhauled) may be indicated as acceptable only when there is no technical reason for rejection and realistic and feasible inspection and acceptance criteria can be established.

13.4.1.4. If no surplus is acceptable, specify a requirement that only new manufactured materiel is acceptable and indicate the technical justification for this restriction.

13.4.2. For those categories of surplus deemed acceptable, the technical community will establish the appropriate inspection criteria from the following list and provide the information needed to complete the cited clause:

13.4.2.1. Overhaul and Certification by a FAA licensed facility: "Items must have been overhauled and certified by a Federal Aviation Administration licensed facility."

13.4.2.2. Part Number and Manufacturer Verification: "Items must be of the correct part number and must have been manufactured by the manufacturer appearing on the contractor's certificate."

13.4.2.3. Verifiable Dimensions: "Items furnished must meet all dimensions verifiable without disassembly of the design activity's drawing number."

13.4.2.4. Test and Verification: "Items will be subjected to test and verification by subjecting items to all physical, verifiable dimensional and performance requirements of the technical order."

13.4.2.5. Initial Acceptability Items (IAI): "The IAI will be inspected to determine if they comply with all verifiable dimensional and materiel requirements for the item identified below. If accept-

able, the IAIs will be returned to the Contract Administration Office to be used to inspect the remaining items."

13.4.2.6. Location Inspection Testing: "The inspection/testing must be performed at a facility selected by the contractor and approved by the Contract Administration Office."

13.4.2.7. Prior Government Ownership: "Items that were previously owned by the government must be evidenced by the item marking contained on the original shipping containers or name plate."

13.4.2.8. 100% End Item Inspection: "A 100% end item inspection is required." Note that this refers to an inspection of each and every item in the lot for acceptability, but does not mean a 100% inspection of each and every dimension/characteristic.

13.4.2.9. The technical community will provide the contract quality requirements and will also indicate other special requirements as needed to ensure conformance.

13.4.2.10. Used items coded as FSCAP require obtaining appropriate historical maintenance documents (AFTO Form 96 or computer generated facsimile and/or FAA Form 8130-3) as required by AFMAN 23-110, Volume 6, Chapter 10.

13.4.3. Unexpected Offers of Surplus. When the technical community does not address surplus acceptability and an offer of surplus is received, the buyer will suspend actions on the solicitation and notify the technical community. The technical community will immediately determine if surplus is acceptable as described above and provide guidance to the buyer. The buyer will then modify the solicitation as necessary and proceed with the contracting actions.

13.5. Surplus Materiel for FMS Customers. Surplus materiel may be offered in response to a solicitation in support of FMS customers. However, the buyer may not award to the surplus offeror without the agreement of the FMS customer. If it is likely that surplus will be offered for an FMS PR, the technical community should consult with the FMS case manager at the Air Force Security Assistance Center (AFSAC) to determine surplus acceptability and forward a new AFMC Form 813, **Surplus Material Worksheet**. If this is not done and surplus offers are received, the buyer must suspend action until the ES obtains the FMS customer's determination through the AFSAC.

13.6. Design, Construction, and Physical Characteristics. These aspects are generally specified in the applicable drawings, incorporated standards/specifications, etc. As necessary, include supplemental requirements with respect to these aspects.

13.7. Performance Requirements. These aspects are generally specified in the applicable drawings, incorporated standards/specifications, etc. As necessary, include supplemental requirements with respect to reliability, maintainability, energy efficiency, and operational performance parameters.

13.8. Warranty Requirements. Certain items or systems may be good candidates for application of a warranty. When the responsible program manager determines that a warranty is appropriate, he or she will request technical evaluation and input to the warranty requirements, and provide input documenting the type of warranty required, terms and conditions for enforcement, corrective actions to resolve warranty claims, etc. See the Manual for Weapon System Warranties, for detailed guidance on weapon system warranty management, and AFMAN 23-110, Volume I, Part One, Section J, for commodity warranties. Note

that warranty requirements also invoke special serial numbering (where necessary) and marking requirements.

13.9. System Security Engineering and Product Security. When applicable to the item, system, or service to be acquired the technical community in coordination with the responsible resource protection office must include a requirement for the necessary security considerations and measures.

13.10. Pre-Award Qualification Requirements. Pre-Award qualification requirements are tests and other quality assurance demonstrations that must be completed before a contract is awarded. The effect of a pre-award qualification requirement is to ensure that only known, proven sources are considered for award of the contract. FAR 9.2. contains detailed policy and procedures relating to qualification requirements.

13.11. First Article Requirements. When applicable to the item to be acquired, the Responsible System Engineering Authority (RSEA) must include a requirement for First Article inspection and fully describe the test procedures and conditions (if any) for waiver. This is documented using the AFMC Form 260.

Note: Additional instructions can be found on page 3 of AFMC Form 260.

13.11.1. Detailed policy on the use of First Article test and evaluation can be found in FAR Subpart 9.3 and AFMCI 64-110, *First Article Management*. First article requirements are used to ensure that the contractor can provide an item that conforms to specified contract requirements. This applies to vendors as well as manufacturers; however, first article requirements should not be used for products normally sold in the commercial market (as specified in FAR 9.3). Any first article solicitation or purchase document must contain detailed technical requirements, and adequate quality assurance provisions to ensure the contractor is capable of furnishing or manufacturing the item.

13.11.2. During the item technical screening, the RSEA will determine if first article inspection is required. The decision should be based on careful consideration of the following: technical aspects of the item, cost of first article testing, safety risk of not testing, impacts to delivery schedule, and other pertinent factors. Give special attention to items with a history of excessive Product Quality Deficiency Reports (PQDR), or for which a Government Industry Data Exchange Program (GIDEP), FAR Part 46.4 and DoDD 5000.2 alert has been issued. First article inspection should not be used in contracts for research or development efforts, commercial products, or products requiring pre-award qualification. (Exception: For items with pre-award qualification requirements, first article inspection may be used to revalidate a previously qualified producer's capabilities when it has been more than 36 months since that producer delivered a production lot of the item.). First article inspection is expensive and will not be used to qualify a product (that is, to determine its suitability for a given use or application), nor as a technique to measure production quality. Use first article inspection only to assess a producer's ability to manufacture an item in conformance with the data package.

13.11.3. When possible, set up the test procedures to make use of delegations to the Defense Contract Management Command (DCMC) Contract Administration Services (CAS), with a Quality Assurance Letter of Instruction (QALI) or Memorandum of Agreement (MOA), for first article inspection at contractor facilities. Delegations should specify concurrent testing, surveillance/inspection of major or critical characteristics and test report development and processing (as applicable).

Chapter 14

QUALITY ASSURANCE PROVISIONS

14.1. General. HQ AFMC EN is the OPR for this chapter. Quality assurance provisions must include all inspections (by reference, where appropriate) to be performed to ensure that the item or service offered conforms to the technical requirements. The technical authority is responsible for providing contract quality requirements for all buys IAW FAR Part 46. Quality provisions as annotated on the AFMC Form 807, **Recommended Quality Assurance Provisions and Special Inspection Requirements** will not be downgraded without coordination from the technical authority. Note The technical authority is the chief engineer of the responsible system or lead engineer of the end-item. Technical authority may be delegated by the chief engineer of the responsible system or lead engineer of the end-item to those having technical competence and capability to perform the required activities. The end-item is defined as equipment that can be used by itself to perform a military function (AFI 63-1201).

14.2. Preparation Methods.

14.2.1. The technical authority will prepare the Quality Assurance Requirements. This will include additional documentation (Quality Assurance Letter of Instruction, Quality Assurance Provisions Document, and Quality Assurance Surveillance Plans), as necessary. The quality requirements must be reviewed and revalidated upon identification of quality problems with the item. In cases requiring action on the current buy or contract, the revised information should be forwarded to contracting immediately for solicitation amendment or contract modification as appropriate.

14.2.1.1. Use AFMC Form 807, **Recommended Quality Assurance Provisions and Special Inspection Requirements** to document quality assurance requirements for stock numbered buys. The form should be completed as described in paragraph 14.4.

14.2.1.2. A quality assurance surveillance plan will be prepared in conjunction with the preparation of the Statement of Work (SOW) when acquiring services as required by Federal Acquisition Regulation (FAR) 37.602 and 46.103. The quality assurance surveillance plan must include the work requiring surveillance and method of surveillance IAW FAR 46.4. The plan shall specify the agency responsible for performing contract surveillance responsibilities and the location of the surveillance. The plan must contain measurable work requirements so that the work can be evaluated and should try to gain insight into contractor's performance through surveillance of contractor performance metrics and quality control inspection results rather than oversight. Surveillance methods and motivational techniques used to ensure contractors provide acceptable services specified in AFI 63-124, *Performance Based Service Contracts*.

14.2.2. When items are processed through the J023 system using "mechanized" processing, quality conformance inspection requirements are carried within the J023 data. The technical authority must ensure that the J023 data reflects the contract quality requirements more accurately. The J023 system's Management Data Master File includes the Inspection and Acceptance (I&A) code and the Contract Quality Requirements (CQR) Code. These codes in combination will result in the J023 mechanized PR bearing clauses and requirements for certain quality provisions. If the fields are blank or contain illegal entries, the system will not accept the request for a "final" mechanized PR. As long as the fields are filled with legal entries, even if incorrect, the system will allow the PR to be processed mechanically. Therefore, it is incumbent upon the technical authority to review and correct (on the AFMC

Form 807) the I&A/CQR. FAR Part 46 provides guidance on the selection of appropriate contract quality requirements.

14.3. Special Instructions. The quality assurance requirements and special instructions to buyers or administrative contracting officers or quality assurance representatives should be the minimum essential to ensure quality standards are met. Cost and risk factors of inspection and or testing should be considered.

14.4. Instructions for AFMC Form 807. The technical authority will complete the AFMC Form 807 as follows:

14.4.1. PR/MIPR Number (Block 1): Self-explanatory.

14.4.2. National Stock Number (Block 2): Self-explanatory.

14.4.3. Point of Inspection (Block 3): Must be either source or destination. Cannot be both. This is the point of government inspection, where inspection means examining and testing supplies or services to determine whether they conform to contract requirements.

14.4.4. Point of Acceptance (Block 4): Must be either source or destination. Cannot be both. This is the point of government acceptance, where acceptance means act of an authorized representative of the government by which either the government, or itself or as an agent of another, assumes ownership of existing identified supplies tendered or approves specific services rendered as partial or complete performance of contract.

14.4.5. Item Manager/Phone (Block 5): Self-explanatory.

14.4.6. Equip Specialist/Phone (Block 6): Self-explanatory.

14.4.7. Criteria (Block 7):

14.4.7.1. Select one:

14.4.7.1.1. Commercial: An item described in Commercial catalogs or drawings or Industrial Standards.

14.4.7.1.2. MIL/FED Spec: An item described in government drawings and Specifications.

Note: “Off-the-shelf”, means an item produced and placed in stock by a contractor, or by a distributor, before receiving order or contracts for its sale. The item may be commercially available or produced in accordance with military or federal specifications or description.

14.4.7.2. Select one:

14.4.7.2.1. Complex items have quality characteristics, not entirely visible in the end item, for which contractual conformance must be established progressively through precise measurements, tests, and controls applied during purchasing, manufacturing, performance assembly, and functional operation either as an individual item or in conjunction with other items.

14.4.7.2.2. Noncomplex items have quality characteristics for which simple measurement and test of the end item are sufficient to determine conformance to contract requirements.

14.4.7.3. Select One:

14.4.7.3.1. A critical application of an item is one in which the failure of the item could injure personnel or jeopardize a vital agency mission. A critical item may be either peculiar, meaning it has only one application, or common, meaning it has multiple applications.

14.4.7.3.2. A non-critical application is any other application. Non-critical items may also be either peculiar or common.

14.4.7.4. Select One:

14.4.7.4.1. Common: Common meaning it has multiple applications.

14.4.7.4.2. Peculiar: Peculiar means it only has one application.

Note: The extent of contract quality requirements, including contractor inspection, required under a contract shall usually be based upon the classification of the contract item (supply or service) as determined by its technical description, its complexity, and the criticality of its application.

14.4.8. Contract Quality Requirements/Special Inspection Requirements (Block 8):

14.4.8.1. Select One: NOTE: The appropriate requirement should be selected based upon FAR Part 46 guidance in general, guidance which would implement government source inspection should focus on block 7 criteria, FAR Part 46, paragraph 46.402 and 46.403.

14.4.8.1.1. NATO AQAP-110, FAR 52.246-11, ISO 9001, ANSI 9001 (or equivalent): Quality Systems—model for quality assurance in design, development, production, installation, and servicing, or for the purposes of solicitation and resulting contract.

14.4.8.1.2. NATO AQAP-120, FAR 52.246-11, ISO 9002, ANSI 9002 (or equivalent): Quality Systems—model for quality assurance in production, installation, and servicing, or for the purposes of solicitation and resulting contract.

14.4.8.1.3. NATO AQAP-130, FAR 52.246-11, ANSI 9003, ISO 9003 (or equivalent): Quality Systems—model for quality assurance in final inspection and test or for the purposes of solicitation and resulting contract.

14.4.8.1.4. Certificate of Conformance, FAR 52.246-15: allows the contractor to ship materiel without or in lieu of government source inspection. Requires authorization by cognizant contract administration office in writing to ship any supplies for which the contract would otherwise require inspection at the source.

14.4.8.1.5. Standard Inspection, FAR 52.246-2, -3, -4, -5 or -6 as applicable to contract: Used when the purchasing office determines there is a need for government inspection of supplies or services. Must be used either in conjunction with higher-level contract quality requirements or by themselves, when government inspection is necessary but the higher-level requirement is not needed. Should be used when a Commercial Technical Description is used for a complex or critical item or when a Military-Federal Technical Description is used for a noncomplex or non-critical item.

14.4.8.1.6. Contractor Responsibility for Inspection, FAR 52.246-1: should be used on all small purchase contracts where the contracting officer has determined that the government does not have a need to inspect the supplies or services in advance of their tender for acceptance. Under this clause we still have recourse with the contractor if nonconforming materiel is delivered to the government.

14.4.8.1.7. Mandatory Government Inspection IAW Attached Letter: the technical authority provides a Quality Assurance Letter of Instruction (QALI). The QALI provides instructions for quality assurance provisions either not specified in any clause or peculiar to this item.

14.4.8.1.8. Other: Provide details in block 9.

14.4.9. Remarks (Block 9): Self-explanatory.

14.4.10. Quality Pre-Award Survey Recommended (Block 10): FAR Part 9 requires a contracting officer to determine that a contractor is responsible before awarding a contract. A preaward survey may be requested and used whenever there is not sufficient information to determine responsibility.

14.4.10.1. Select Yes or No.

14.4.10.2. Select New Source or Previous Source.

14.4.10.3. AFMC Participation Recommended. May be recommended if AFMC participation on the pre-award survey would be beneficial.

14.4.11. Codes (Block 11):

14.4.11.1. Block 11 A: I&A (Inspection and Acceptance Codes).

Code	Inspection	Acceptance
1	Origin	Origin
2	Destination	Destination
3	Origin	Destination
4	Origin by COC	Origin
5	Origin by COC	Destination
6	Origin	Packaging Plant

14.4.11.2. Block 11 B. CQR (Contract Quality Requirement).

Code	Description
A	Certificate of Conformance
B	Contractor Responsibility for Inspection
C	Standard Inspection
D	NATO AQAP-120, ISO 9002, ANSI 9002 (or equivalent)
E.	NATO AQAP-110, ISO 9001, ANSI 9001 (or equivalent)
F	NATO AQAP-130, ANSI 9003, ISO 9003 (or equivalent)

14.4.12. Name, Organization Symbol, and Phone Number, and Date (in YYYYMMDD format) of Reviewer (Block 12).

Chapter 15

PACKAGING AND MARKING

15.1. General. The PR Package must include all preservation and packing requirements (per MIL-STD-2073) for the deliverable materiel. Inner/outer container marking (MIL-STD-129) determined by the packaging community and item markings (MIL-STD-130/MIL-STD-841)/shelf life markings are reflected in the Item Marking Code. The packaging community is responsible for the preservation and packing information and any supplemental container marking instructions. The technical community is responsible for any supplemental item marking information. Packaging and marking is not applicable when there is no physically deliverable product.

15.2. Preparation Methods.

15.2.1. The packaging community is responsible for initiating AFMC Form 158, **Packaging Requirements** and applicable attachments (e.g., Special Packaging Instructions (SPI)) to document packaging requirements.

15.2.2. The packaging and technical community will prepare any necessary supplemental marking instructions. Ensure that the instructions include their name, office symbol, telephone, and date prepared.

15.2.3. Preservation is the application or use of protective measures, including appropriate cleaning, drying, preservatives, unit packs, wrapping, cushioning, blocking, bracing, intermediate containers, and identification marking up to but not including the exterior packs. The objective of preservation is to adequately prevent deterioration or misidentification of the items. The packaging community must consider the conditions the item is likely to encounter during shipment, storage, and issue and specify the lowest adequate preservation level.

15.2.4. Packing includes specification of the shipping container size and characteristics, the assembly of unit packs within, and any necessary blocking, bracing, and cushioning. The packaging community must specify the smallest and lightest shipping container which is adequate for the need; and, if a specialized container is needed, consider the possible use of specialized containers already in the DoD inventory.

15.2.5. Marking includes item identification (physical) marking, as well as marking for transportation and specialized markings required by various laws and standards. Normally, the requirements of MIL-STD-130 are sufficient for item identification marking. The technical community may include additional requirements, identify options or tailor the requirements down as applicable. Transportation and specialized markings are normally satisfied by the requirements of MIL-STD-129.

15.3. Use of Commercial Packaging Standards. In some cases, commercial packaging may be adequate for the needs of the government for preservation and/or packing. When this is the case, the packaging community will specify commercial packaging.

15.4. Preservation, Packaging & Marking Requirement: The following paragraphs prescribe the general areas of preservation, packing, and marking requirements:

15.4.1. Preservation Requirements. Identify the preservation requirements. Cite applicable military, federal, or industry standards. Avoid use of ambiguous phrases such as "normal commercial practice",

as they are virtually impossible to quality check and enforce. Add as much detail as needed to ensure understanding of the requirement, but do not require more than is actually needed.

15.4.2. Packing. Identify the packing requirements using the guidelines in paragraph 15.4.1

15.4.3. Hazardous Materials Packing and Container Marking.

15.4.3.1. When the deliverable item is hazardous per FED-STD-313, special packing container testing and certification is required per Title 49, Code of Federal Regulations. When the item is known to be hazardous at the time of PR initiation, the PR initiator will include a data line item to allow for Performance Oriented Packaging (POP) testing and certification. For newly procured items, the packaging community will submit the appropriate DIDS to the DMO for inclusion in the DD Form 1423. For known hazardous items already actively managed in the Air Force inventory, the packaging community will decide if POP testing is required and will annotate the AFMC Form 158 as applicable, driving inclusion of the appropriate contract clause(s). If an item is identified as hazardous during PR processing or solicitation and there is no POP testing identified on the PR and CDRL, the PR initiator will prepare a PR change or amendment.

15.4.3.2. Hazardous materials shipping container markings are covered in MIL-STD-129. The packaging community must ensure the packing and shipment markings are in compliance with applicable regulations.

15.4.4. Item Physical Marking Requirements.

15.4.4.1. Most items fall under the requirements of MIL-STD-130. This standard provides general guidance, and contains special case requirements which may be called out as options (e.g., if the item is suitable for attachment of a metal identification plate, that may be specified). The Item Marking Code on the PR specifies general compliance with MIL-STD-130. As necessary, specify the various options that apply to this item. When the information to be marked will vary from one buy to the next (e.g., serial numbers), ensure that the supplementary information is current for each buy. Include a note regarding the need to determine that information and provide it with future PRs.

15.4.4.2. If the item is excluded by MIL-STD-130, cite the applicable specification or standard identified with the exclusion in the supplementary information.

15.4.5. Package and Shipping Container Marking. MIL-STD-129 provides comprehensive guidance on marking storage and shipping containers. General compliance with MIL-STD-129 is tasked by the IMC on the PR. Use supplemental instructions when necessary to clarify these requirements. Do not repeat requirements which are detailed in MIL-STD-129 unless past experience on this or similar items has shown that contractors may overlook the requirement. In these cases, include the instructions as "Pay special attention to..." statements. Specifically identify the applicable MIL-STD-129 requirements which are in the standard as optional or "as required in the contract" provisions.

15.4.6. Warranty Markings. When a requirement for a warranty is specified, the item itself, the storage container, and the shipping container must be marked accordingly. The technical and packaging community must specify the appropriate markings in their supplemental instructions.

15.4.6.1. Cite MIL-STD-130 for item markings, MIL-STD-129 for storage and shipping container markings, and FED-STD-595 for warranty markings.

15.4.6.2. Specify in detail what information will be on the warranty label.

15.4.6.3. Specify that the warranty label must be black letters on a yellow background (color 13655 per FED-STD-595).

15.4.6.4. Ensure that items are marked, when required, with serial number and CAGE to allow warranty trackability and include a note to the buyer calling attention to the need for serial number assignment.

15.4.7. Shelf Life Markings. When the item's Shelf Life Code is other than 0 (zero), the IMC on the PR (IMC code "3" or "4") specifically references the shelf life marking requirements in MIL-STD-129. As necessary, the technical community will cite other standards and specifications such as SAE/AS-1933 Age Controls for Hoses Containing Age-Sensitive Elastomeric Material in the supplemental instructions. The technical community must specify the Shelf Life Code and Storage Re-testing Cycle to be included in the markings, and specify the percentage of total shelf life remaining upon acceptance by the government (90%, or other figure as appropriate). Include a note to the buyer calling attention to this requirement.

Chapter 16

OTHER TECHNICAL ATTACHMENTS TO THE PR

16.1. General. PR/MIPR technical attachments are highly variable depending on the circumstances of each buy. Contract data requirements must be tailored for each buy to ensure that only needed data is acquired. Potential applicable Government Furnished Property (GFE/GFM/GFP) should be identified on the PR/MIPR, but the screening and identification for each proposed contract must occur individually. This chapter prescribes policy and procedures for these activities.

16.2. Contract Data Requirements. When buying spares and equipment, it is often advantageous (and sometimes necessary) to buy related data at the same time. Data can consist of any form of recorded information. The most common types of data found on spare parts and hardware PR/MIPRs are engineering data (often called "drawings" or re-procurement data), technical orders for maintenance and/or repair, and test reports (such as called out by First Article requirements or Quality Assurance clauses). The Acquisition Management System and Data Requirements Control List (AMSDL), DoD 5010.12-L, lists Data Item Descriptions (DIDs) approved for use in Defense Contracts. DIDs are prepared per MIL-STD-963b. DIDs provide preparation instructions defining the required format and content of contract data deliverables. For technical orders and manuals, Technical Manual Contract Requirements (TMCR) define the required format and content per TM-86-01. PR/MIPR initiators and technical specialists alike must remember that while PR/contract taskings may generate data (test reports, T.O.s, etc.), only the data listed on the DD Form 1423 will be delivered. To ensure such data will be obtained correctly, the data requestor must consult with the Data Management Officer (DMO), who has the overall responsibility for all data and CDRL requirements. Every CDRL item must cite a data acquisition document (DID or TMCR). A standard DID must be used if available and appropriate. DOD 5010.12-M, Procedures for the Acquisition and Management of Technical Data, has provisions for one-time DID if a standard DID cannot be applied or tailored sufficiently.

16.3. Building the Contract Data Requirements List (CDRL). Upon receiving initial notice that a PR/MIPR will be required the PR/MIPR initiator will determine if a data call is warranted. This may be determined by consulting with the DMO, the ES and other technical specialists. If a data call is appropriate, the DMO will trigger a data call per the instructions in DoD 5010.12-M, Chapter 2 and local procedures.

16.3.1. For Urgent and Emergency PR/MIPRs which need a Data Call, all data call actions must be expedited. The PR/MIPR initiator may choose to process the Emergency/Urgent PR/MIPR through to the buyer and follow later with a data line item PR/MIPR amendment.

16.3.2. In reviewing the data requirements for an upcoming buy, evaluators must consider whether the data in their area is currently available or on order. While test reports may be needed on every buy, other data (i.e., purchase of engineering drawings) may be needed only one time. Only the OPR for a given type of data may submit requirements for its purchase (e.g., only the Engineering Data Management Officer (EDMO) may submit requirements for the purchase of engineering data (drawings)). Careful consideration must also be given to making sure that currently held data would apply to the item or service to be bought. For example, in a competitive environment items may be acquired which satisfy all form, fit and function criteria but which do not conform to existing technical manuals.

16.3.3. Tailoring of DIDs to eliminate unneeded sections of reports is required.

16.4. GFE/GFM/GFP for Item Buy PR/MIPRs. Application of GFE/GFM/GFP to a particular item buy contract is a three-step process. While the various categories of GFE/GFM/GFP share the basic process, the details differ and are discussed separately below.

16.5. GFE/GFM/GFP Screening/Application to Item Buys .

16.5.1. The responsible technical specialist must identify if there is a potential (or requirement) for use of GFE/GFM/GFP in the production of the item. This is based on the identification of stock-listed items within the end item. Where possible, the applicability screening should occur in advance of the actual need. The end item IMS may use the AFMC Form 8, **GFP Availability/Supportability Request/Acquisition Assessment** to request this screening for items which are known or suspected to contain stock-listed components. The AFMC Form 8 is then attached to the PR/MIPR. If the ES determines that the item contains no stock-listed components the AFMC Form 8 is discarded.

16.5.2. The end item IMS will process the AFMC Form 8 as follows:

16.5.2.1. The end item IMS will forward the AFMC Form 8 to the Materiel Control Activity (MCA) GFE/GFM/GFP Program Manager. The GFE/GFM/GFP Program Manager will coordinate with the involved component IMS to determine which assets are in long supply or excess position, and will requisition the appropriate quantities from the IM account to the MCA account. The GFE/GFM/GFP Program Manager will then annotate on the AFMC Form 8 to indicate which GFE/GFM/GFP is available and the available (frozen) quantity and condition.

16.5.2.2. The solicitation/contract must include clear instructions to the contractor on how to requisition the GFE/GFM/GFP. These instructions may be in the form of a standard "letter of instruction" tailored as necessary with specific requisition data elements and attached to the solicitation, or as a formal solicitation/contract provision. Special instructions must be provided by the IMS as remarks on the AFMC Form 8. The instructions must provide explicit step-by-step procedures such that a first-time contractor can successfully submit a requisition. Local policy will define responsibilities and procedures for providing these instructions.

16.5.2.3. The AFMC Form 8 should also indicate if use of the GFE/GFM/GFP is "required". Normally, the government will not require a contractor to use GFE/GFM/GFP unless compelling cost or technical considerations exist. Such conditions may exist when the GFE/GFM/GFP items are in long supply when the end item is being purchased.

16.5.2.4. The end item IMS attaches the completed AFMC Form 8 to the PR/MIPR package prior to its submission to The PR/MIPR Control Activity.

16.5.3. The buyer presents the "available" GFE/GFM/GFP list to prospective offerors during the solicitation process. Prior to award, the buyer negotiates the apparent successful offerors actual needs for the GFM, and deletes GFE/GFM/GFP that the offeror declines. The buyer will notify MCA GFE/GFM/GFP Program Manager so that deleted GFE/GFM/GFP may be returned to the IMS account from the MCA account.

16.6. Government Leased Property (GLP) Procedures. For supply policy concerning the leasing of personal property to nongovernmental organizations refer to AFI 23-119, *Exchange, Sale or Temporary Custody of Nonexcess Personal Property*. For contracting policy refer to AFI 64-103, *Leasing USAF Aircraft and Related Equipment to Nongovernment*.

16.7. Special Test/Special Test Equipment (ST/STE) Procedures. The need for ST/STE and whether or not the government owns that ST/STE should be identified during the item's technical screening or preparation of the Statement of Objective/Statement of Work/Maintenance Work Specification/Work Description Document (SOO/SOW/MWS/WDD). When identified, the technical specialist will prepare a list of the mandatory and/or optional ST/STE and attach or include as part of the SOO/SOW/MWS/WDD as applicable. Prior to PR/MIPR initiation, the PR/MIPR initiator will determine the actual availability and location of the ST/STE by interrogating the D200J ST/STE System, and will print the applicable screens. The PR/MIPR initiator will attach the screen prints to the PR/MIPR package and coordinate the package with the MCA ST/STE monitor. The MCA ST/STE monitor will reserve the available ST/STE and provide additional instructions for buyer/contractor processing; or will delete non-available ST/STE from the list. MCA then returns the package to the initiator. If "required" ST/STE is not available, the PR/MIPR initiator must determine an alternative course of action.

16.8. GFE/GFM/GFP for Repair and Other Services PR/MIPRs. Complete instructions for preparation and processing of the PR/MIPR Appendix B for DMAG-funded depot-level contract maintenance programs are in Contract Maintenance Programs Instruction. All DMAG-funded PR/MIPRs authorizing GFE/GFM/GFP, including Contractor Acquired Property (CAP), must be supported by an Appendix B. All non-DMAG-funded PR/MIPRs authorizing GFE/GFM/GFP, including CAP, must be supported by an Appendix H. These procedures apply as well to non-DMAG services PR/MIPRs. For repetitive repair and services the potential GFE/GFM/GFP list should be developed initially and then maintained for future use, while the available GFE/GFM/GFP list cannot be developed until the actual PR/MIPR is being prepared. If appropriate, the AFMC Form 8 may be used for the assessment phase of the Appendix B and Appendix H process.

Chapter 17

PREPARING REPAIR AND OTHER SERVICES PRS

17.1. General. Chapters 17 and 18 prescribe the policy and procedures for documenting requirement and technical information for repair and other services PRs. With these PRs, we are buying performance of a work effort; the deliverable is the product of that effort. It may be a repaired item, a completed task, a technical report, or other such "product". We accept or reject the "product" based on whether or not the contractor accomplished the work effort as tasked in the contract. The technical details of the tasking are spelled out in the SOW/MWS/WDD. In contrast, for item buys, the bottom-line requirement is always that the contractor will produce and deliver a physical item, and we accept or reject based on whether or not the item conforms to the specification.

17.2. Process Overview. In the following discussion, the PR initiator is the individual who is responsible for identifying the need to buy a service. Generally, for repairs this will be the Production Management Specialist (PMS).

17.2.1. The requirements determination process may identify a need for a service which may be satisfied by commercial contractors. Upon confirming that the requirement will be acquired from a commercial source or by public/private competition, the PR initiator will assemble a PR package. The PR initiator will document the requirement information on the AFMC Form 36, as described below, and task the engineering/technical support activity to develop the SOO/SOW/MWS/WDD.

17.2.2. The PR package is then processed through locally determined review processes (e.g., Contract Maintenance Review Board (CMRB)), and passed to The PR/MIPR Control Activity. After formal coordination and official funds certification, the PR/MIPR package is passed to the contracting activity.

17.3. Multiple Year Contracting (MYC). MYC policy for item buys is detailed in Chapter 7. Many of the benefits of MYC also pertain to repair and services buys; for some modification buys, MYC (in the form of contract options) is the only feasible means to execute the program. Most item repair contracts are requirements-type contracts, to allow repair as needed rather than on a fixed schedule. The PR initiator will examine the requirement and determine if it is suitable for an indefinite delivery (requirements) contract, and/or if options should be established.

17.4. Preparation of the Purchase Request. The PR initiator enters these data elements in blocks 1-7a of the AFMC Form 36.

17.4.1. Block 1, Procuring Activity: Enter the six-digit code that identifies the contracting activity. This data element is required on all PRs.

17.4.2. Block 2, Type PR: Enter the Type PR/MIPR code. This is a two-position code, which identifies the PR document.

17.4.3. Block 3, Priority: Enter the one-position code that identifies the contracting priority. This is the highest of the individual line item priorities (paragraph 8.3.).

17.4.4. Block 4, Date Prepared: Enter the date the PR is prepared. All dates must be entered using the following format:

YYYYMMDD (Four position numeric year, 2 position numeric month, 2 position numeric day. For example, August 11, 1999 will be input as 19990811.)

17.4.5. Block 5, PR Number: Enter the 13 position PR Number. Each center will establish a control system to ensure that every PR has a unique number.

17.4.5.1. Positions 1-6 are the address code (i.e. SRAN) of the initiating activity.

17.4.5.2. Positions 7-8 are the fiscal year (i.e. 99, 00, 01. etc.). Current or advanced fiscal years can be used in this field as defined by local procedures.

17.4.5.3. Positions 9-13 are locally assigned tracking numbers. A control point at each initiating activity assigns these numbers.

Note: Planning PRs will use the current FY in the PR number. Advance PRs submitted for a subsequent FY must bear that FY designation in the PR number. However, do not renumber PRs submitted late in FY for which the funds of the next FY must be used due to unforeseen circumstances.

17.4.6. Block 6, Amendment Number: Enter "00" for basic PR. See Chapter 20 for Amendment instructions.

17.4.7. Block 7a, Codes: Enter certain mandatory and optional codes that apply to this PR. The following codes are AFMC standard definitions that will be assigned and used at all ALCs. ALCs may also define, assign, and use local codes as needed. When entering these codes use the format i.e. IM____, MGR DES____, TYPE REQMT____, MMAC____, etc.

17.4.8. Mandatory codes. The following codes will be entered on all PRs:

17.4.8.1. Item Manager Code (IM).

17.4.8.2. Manager Designator Code (MGR DES)

17.4.8.3. Type Requirement Code (TYPE REQMT).

17.4.8.4. Materiel Management Aggregation Code (MMAC). (A J041 requirement)

17.4.9. Block 7b, Purpose Statement: Briefly describe the purpose of this PR.

17.5. PR Line Item Data. See paragraph 7.2 for details on PR line item structure. The PR initiator will use Block 8B to provide descriptive information for each repair or service to be contracted. Although Block 8 is divided into blocks 8A through 8G, additional data may be required which does not fall into one of the column headings. Block 8 may contain multiple line items and/or sub-line items. Place additional data that applies only to a specific line or sub-line item immediately following that item. Place additional data that applies to more than one item immediately following the last item and preface it with a note indicating to which items it applies.

17.5.1. Block 8A: Line Item Number. Enter the line item numbers in sequence beginning with the number 0001 for each document. The line item number must be numeric and may not exceed four numeric digits. Sub line items may be used by adding a maximum of two-alphabetic characters starting with AA, then AB through AZ, BA through BZ, and so on through ZZ to the basic line item number (e.g. 0001AA). Amendments to add a stock-numbered as a "sub-line item" will not be accepted if the basic line item is pseudo coded or if the NSN is not already established on the basic PR. Amendments to add pseudo-coded items must use a new line item number.

17.5.2. Block 8B: Description. The description provides the buyer a concise summary of the service to be acquired. The buyer uses this information to prepare the synopsis, evaluate the offers, and so on. The description will contain the following elements as applicable.

17.5.2.1. When stock numbered items are not acquired, use the following special federal stock class assignment codes. For provisioning use 000 code. For services, repairs, and associated data, enter the applicable Special Stock Class Assignment (pseudo) code. Determine the pseudo code according to the following examples: If a data line item is included on a PR for materiel, the line item for materiel will cite the NSN and the line item for data will cite 0001. If the line item is prepared to request services, use 0002 code. Identify each line item on the document with the proper code. Cite repair or overhaul pseudo code 0003 and for modification item pseudo code 0004 with the appropriate NSN in the description if the PR indicates quantity of the item to be repaired and funded. If the PR is written only to request contractual coverage, cite code 0005 and fully describe the item to be covered in the item description. For additional data and the complete list of pseudo codes refer to Attachment A1-7 of this document.

17.5.2.2. For non-repair services, enter remarks to identify what will be bought, with the applicable program identification number and complete but concise references as needed to the PR attachments. Include brief details with respect to location and scope of effort, cost range and limitations, estimated starting and completion dates, and any significant evaluation factors.

17.5.2.3. For stock-listed item repair, enter appropriate pseudo code, the NSN, and provide the part number, nomenclature, end item, and other pertinent information. When requesting a requirements contract, enter the best estimated quantity (BEQ) for the item; when requesting an IQ contract, provide the incremental quantities.

17.5.2.4. Use additional remarks to indicate the next higher assembly, end item, project, program, etc. for which the item or service will be used. For item modification PR include all project identification information needed to process the PR or which must be included on the contract or delivery documents.

17.5.2.5. Enter the required J041 system information for each line item.

17.5.2.5.1. Card Code (CC): Enter the two-position code that pertains to the line item.

17.5.2.5.2. PR/MIPR Type Line Item Code (TLI): Enter the one-position code that pertains to the line item.

17.5.2.5.3. Short Funds Cite: Enter the "short line" accounting classification, which consists of the two-position Program Year; the two-position fund code, the six-position Budget Program Activity Code (BPAC); and the second through fourth-position of the six-position Materiel Program Code (MPC).

17.5.3. Block 8C: AMC/AMSC. Not applicable to repair and other services PRs. Leave blank.

17.5.4. Block 8D: Quantity. Enter the PR line item quantity. Indicate additional quantities such as options separately. Quantity cannot be zero.

17.5.5. Block 8E: Unit. Enter the Unit of Issue Code. This is a mandatory field. For example, use "LO" for services or data requirements.

17.5.6. Block 8F: Estimated Unit Price. Enter the Unit Price. This is a mandatory field. If no unit price is available, it may be zero dollars and/or Not Separately Priced (NSP) or To Be Determined (TBD).

17.5.7. Block 8G: Estimated Line Item Price. Enter the PR estimated line item price. This is a mandatory field. If no estimated line item price is available, it may be zero dollars and/or Not Separately Priced (NSP) or To Be Determined (TBD).

17.6. Block 9: PR Total. Enter the PR Total, the sum of all line item totals in block 8G. This is a mandatory field. If no total cost is available, it may be zero dollars and/or Not Separately Priced (NSP) or To Be Determined (TBD).

17.7. Defining the Delivery Schedule. The PR initiator completes blocks 10 and 11 of the AFMC Form 36 to show the required delivery schedule and destinations. Use AFMC Form 36B or AFMC Form 36D continuation sheets if necessary.

17.7.1. Block 10A: Item Number. Enter the appropriate line item/sub-line item number from block 8A.

17.7.2. Block 10B: Required: Enter R to indicate a required delivery schedule.

17.7.3. Block 10C: Delivery Schedule. Enter the delivery schedule using one of these structures:

17.7.3.1. Repair: Enter the delivery schedule as a number of days after receipt of (ARO) the item or system. Do not include conditional statements relating to availability of GFE/GFM/GFP. For new start efforts, include if appropriate a pre-production setup and "learning curve" startup period with a lower production rate.

17.7.3.2. Other service-type requirements: Enter the begin period of performance date and the end period of performance date.

17.7.3.3. Technical Reports and other data required in support of repair, overhaul, and other services-type contracts may have either a specified calendar delivery date or a relative date (e.g., 60 days after completion of study) or may be in accordance with SOW or CDRL.

17.7.4. Block 11A(1): Ship To. Enter the DoD Activity Address Code (DODAAC) which is to receive the shipment indicated in Block 10A through block 10C. Specify shipment to using activities rather than storage depots. If shipping instructions cannot be provided, either enter "TBD" (to be determined) or provide the depot storage account information. Entering "TBD" will require the processing of Initial Shipping Instructions (ISI) prior to delivery. Entering the depot storage account may or may not require ASI.

17.7.4.1. For shipments to DoD activities to fill requisitions, enter the "ship to" from positions 30-35 (when the Signal Code is A, B, C, or D) or positions 45-50 (when the Signal Code is J, K, L, or M) of the MILSTRIP/MILSTRAP requisition.

17.7.4.2. For shipments to FMS customers, the "ship to" is the supplementary address positions 45-50 from the MILSTRIP/MILSTRAP requisition. Transportation specialists will extract key information from these codes during the coordination cycle to build the actual ship-to address for the final PR package.

17.7.4.3. For storage shipments, enter the DODAAC of the storage location/account.

17.7.4.4. For special use shipments enter the DODAAC of the responsible activity.

17.7.4.5. In every case where an ASI may be needed because the shipping destination may change, enter remarks indicating "ASI possible".

17.7.5. Block 11A(2): Mark For. Enter the Mark For as follows:

17.7.5.1. For shipments to DoD activities to fill requisitions, leave this field blank.

17.7.5.2. For shipments to FMS customers, the "mark for" is the two position Country and Activity Code, hyphen, "D," hyphen, case code. Transportation specialists will extract key information from these codes during the coordination cycle to build the actual mark-for address for the final PR package.

17.7.5.3. For storage shipments, enter the locally designated account designator (e.g., ACCT09).

17.7.5.4. For special use shipments, enter the locally designated account designator. Each center must establish these accounts as needed to prevent mixing of assets authorized and funded for different purposes.

17.7.6. Block 11B: MILSTRIP/MILSTRAP Data. For direct shipments to DoD and FMS customers for requisitions, enter the MILSTRIP/MILSTRAP Requisition Number and Priority Designator.

17.8. Defense Priorities and Allocations System. Some repair and services requirements may be "rated orders" as defined by the Defense Priorities and Allocations System (DPAS).

17.9. Block 12: Remarks. The initiator will use remarks text as required below or as needed to amplify/clarify the requirement data for the buyer.

17.9.1. List approved sources. Approved sources in this sense are the prime contractor and any other contractors who have previously and satisfactorily performed this work for the government or the prime contractor.

17.9.2. State the buy authority (e.g., for repair: FYXX Contract Maintenance Program).

17.9.3. For advance PRs, enter the statement "FY ____ funds apply to this requirement. No obligation may be incurred until FY ____ funds availability has been certified".

17.9.4. If the service is for FMS support, enter the case number.

17.9.5. Specify any desired options, including details on the period of performance, quantities, estimated cost, funding, and so on as applicable.

17.10. Block 13: Accounting Classification. The initiator will fill in the complete "long line" accounting classification in block 13. Use the AFMC Form 36B or AFMC Form 36E Continuation sheet as needed. Consult the division/directorate funds monitor or local financial management organization for assistance in identifying the correct funds cites.

17.10.1. Block 13.A, Line Item Number: Enter the line or sub-line item from Block 8A.

17.10.2. Block 13.B (1) through Block 13.B (10), Accounting Classification are mandatory blocks to fill. Enter all elements of the Standard Air Force Accounting Classification (SAFAC). These may be obtained from the authorized documents/program management directives. Block 13.B (11) is optional

for additional data. The “Type of Appropriation” and “Funds Expiration” blocks are optional and are to be used at the initiator’s discretion.

17.10.3. Block 13.C, Other Station Funds (OSF): Enter any funds citation that does not meet the SAFAC format above.

Note: When citing a funds line from another station/service, annotate the funding authorization document control number in Block 13.C and attach a copy of the document.

17.11. Approvals. The initiator will sign and legibly print, type, or stamp his or her name, office symbol, telephone extension, and date in block 14A. Additional signatures in the same format will be added in blocks 14B through 14F as required by local coordination/approval policy.

Chapter 18

TECHNICAL DATA FOR REPAIR AND OTHER SERVICES PR/MIPRS

18.1. General. Technical data for the various types of services must be defined in a SOO/SOW/MWS or WDD. What is being bought determines what document is used. As long as the acceptance criteria are met, involvement is not required in how the contractor produces the item (although certain quality assurance provisions invoke tasks for in-process activity). An engineering services buy is a request for performance of a work effort, which will result in getting a needed activity done. A depot-level repair buy is a request for performance of a repair service to be performed in accordance with highly defined specifications and procedures. Work effort cannot be described with a form, fit, and function specification; it must be clearly defined in one of the above mentioned documents.

18.2. Hybrid PR/MIPRs. It is possible to encounter requirements that involve more than one type of requirement listed above. The PR/MIPR must include the applicable document(s) for the technical requirements of the line items.

18.3. Maintenance Work Specifications (MWS). MWS is used to document the technical requirements for contract (and organic) repair efforts.

18.4. Statements of Work (SOW)/Statement of Objective (SOO). An SOO/SOW is used to document the technical requirements for efforts such as engineering studies and other miscellaneous services acquired through central procurement.

18.5. Other technical attachments to repair, modification, and services PR/MI PRs.

18.5.1. Work Description Document (WDD). This document provides an explanation of what will be performed.

18.5.2. Contract Data Requirements.

18.5.3. Justification and Approval (J&A) Document. A J&A must be prepared when technical aspects of the requirement restrict the buyer from using Full & Open Competition procedures (chapter 4).

18.5.4. Government Furnished Property Lists. GFE/GFM/GFE/GFM/GFP requirements may be in the form of an Appendix "B".

18.5.5. Security Requirements. A DD Form 254 will be requested from the Servicing Security Activity.

18.5.6. Safety Requirements. System safety provisions and requirements will be acquired from the weapon system safety program officer. Other safety requirements will be acquired from the SEG and may be in the form of an Appendix "C".

18.5.7. Quality Requirements. Quality provisions and requirements will be obtained from the appropriate quality assurance office.

18.5.8. Contractual Engineering Task (CET).

18.6. HAZMAT and ODS Restrictions.

18.6.1. HAZMAT. Air Force pollution prevention policy requires that requirements and technical personnel minimize the use of HAZMATs in the performance of repair and other service contracts. Even if use of a HAZMAT appears unavoidable, the solicitation should explicitly provide prospective offerors the opportunity to propose less-hazardous alternatives.

18.6.2. ODS. AFFARS 5310 prohibits the delivery of Class I Ozone Depleting Substances (ODSs) into the Air Force inventory, as well as their use in performance of services for the Air Force. If delivery or use is unavoidable, follow the procedures in AFFARS 5310 to obtain a waiver. In accordance with AFFARS 5323 the statement that the government does not require ODS SHALL read as follows: "I have reviewed the requirement, including available technical documentation, and believe that it does not require the contractor to use Class I ozone depleting substances (ODS) identified in Air Force Policy, nor is it written so that it can only be met by the use of a Class I ODS." This statement may be documented in a variety of ways, such as being included in the item description, stamped on the face of the PR or included in a listing of National Stock Numbers (NSNs) or stock classes reviewed on a one-time basis, agreed between base supply activities and the local contracting office. Further purchases of these NSNs or in these stock classes would not require an individual statement.

Chapter 19

PR ASSEMBLY AND COORDINATION

19.1. General. PR initiators follow the procedures in chapters 5-9 (for items) or chapter 17 (for non-item buys) to initiate and gain approval for the PR. Upon securing approval for the buy, the initiator obtains any applicable attachments to the PR (i.e. MWS, WDD, SOO, or SOW, etc.). The package is then subjected to further processing as described below in order to become a "procurable" PR.

19.2. The PR/MIPR Control Activity. Each PR/MIPR Control Activity will follow the procedures described below. As necessary, further amplification of these procedures will be published by local supplement to this regulation.

19.3. Receipt and Coordination Processing. The J041 Acquisition and Due-In System will be used to track and control all PRs through the coordination cycle. Detailed instructions for use of J041 are in AFMCMAN 64-104, Volume 4. The following paragraphs detail the required activities that lead to J041 inputs. Additional coordination procedures may be locally defined.

19.3.1. After the PR/MIPR initiator has created a manual PR/MIPR and delivered it to the PR/MIPR Control Activity. The PR/MIPR Control Activity inputs the "A" transaction. Local procedures will define how many copies will be provided to The PR/MIPR Control Activity and who will make the copies. When PR initiators use the J023 system to prepare mechanized PRs, the "A" transaction is an automatic overlay when the initial PR is requested. The PR/MIPR Control Activity will input the A1 and B transactions upon receipt and acceptance of the PR.

19.3.2. PR released for coordination. The PR/MIPR Control Activity will dispatch the necessary copies for coordination, and record this action by input of the "C" transaction into J041. The "C" transaction input also establishes the basic PR data in J041; line item detail is established for manual PRs by the PR/MIPR Control Activity input of appropriate Line Item Detail transactions. Line item detail is an automatic overlay for J023 PRs. When processing the basic "C" transaction, the PR/MIPR Control Activity will indicate coordination activities that are not applicable.

19.4. Coordination. The PR package is subject to the following coordination in order to become a procurable PR package: (When applicable, coordination transactions F-M in J041 pertain to the following in accordance with AFMCM 64-104, Volume 4.).

19.4.1. Funds Certification. Financial Management certifies the funds availability, adds applicable funds remarks or instructions to the buyer on the PR. Other station funds are excluded from certification at the local financial management.

19.4.2. Request for Engineering Data. When the PR requires a bid set (indicated by the AMC/AMSC Screening Analysis Worksheet), the local procedures will allow for a timely request to the Data Repository for preparation of the bid set. The Data Repository will assemble and furnish the required bid set(s) upon request.

19.4.3. Transportation. Transportation coordination is required for all PRs, procured at the initiating activity or required by another agency, with a physically deliverable product.

19.4.4. Packaging. Packaging coordination is required for all PRs, procured at the initiating activity or required by another agency, with a physically deliverable product.

19.4.5. Quality Assurance Provisions. Quality Assurance Provisions are required for all PR/MIPR's. Document the provisions either on an AFMC Form 807, on the PR for stock numbered buys, or in a Quality Assurance Surveillance Plan when acquiring services (chapter 14 and FAR Part 37 and 46).

19.4.6. Small Business: Both AF and DoD coordination is required on all PRs with a total dollar value of \$10,000 or greater. The total dollar value includes "Options".

19.4.7. Screening Analysis Package: This package is required for all spares procurements that meet the screening threshold criteria established at each ALC. This package may include but is not limited to the AMC/AMSC Screening Analysis Worksheet, Engineering Data List (EDL), Engineering Instructions (EI), Commercial Item Description (CID), Parts List, etc.

19.4.8. Foreign Disclosure: Required on any purchase that requires a Data Package for solicitation as annotated on the AMC/AMSC Screening Analysis Worksheet.

19.5. Release to Contracting Activity: The PR/MIPR Control Activity assembles the complete package, which is at this point considered a "procurable" PR. The PR/MIPR Control Activity inputs the "R" transaction into J041 indicating release to the contracting activity and dispatches the package to the contracting activity.

19.6. Distribution of Copies of the Final PR Package: Depending on the content of the PR, certain functions will need copies of the final PR package to accomplish their part of the acquisition process or for management control. As indicated below, the PR/MIPR Control Activity will provide copies of the final PR or complete PR package based on local policy. A copy of the PR and applicable attachments will be sent to the Materiel Control Activity (MCA) for each PR proposing GFE/GFM/GFP in support of FMS requirements.

19.7. Changes to the PR during Coordination.

19.7.1. Upon identifying the need to change any requirement data on the PR, the PR initiator will contact the PR/MIPR Control Activity. If the PR has gone to Financial Management for funds certification, the initiator will prepare an amendment. If it has not, the initiator will provide the PR/MIPR Control Activity appropriate documentation showing the needed change. The PR/MIPR Control Activity will then obtain re-coordination with the affected coordinating activity.

19.7.2. If changes to the attachments are identified after the PR has been submitted to the PR/MIPR Control Activity, the involved technical specialist will contact the PR initiator and the PR/MIPR Control Activity. They will jointly determine the impact of the change on the PR requirements data, and on the coordination requirements. If the technical requirements change drives a PR requirement data change the PR initiator submits the PR change (or amendment) per paragraph 19.7.1. above. The technical specialist submits the changed technical requirement to the PR/MIPR Control Activity who will determine if the change warrants notification to any coordinating activities and/or reaccomplishment of completed coordination, and will take the appropriate action.

19.8. PR Reworks and Corrections. When a PR has been passed to the buyer and a problem prevents the buyer from proceeding, the buyer will request a rework or correction. The following procedures apply to these actions:

19.8.1. The buyer will contact the PR initiator or the technical specialist responsible for the discrepancy by the quickest means possible (telephone, direct contact, etc.) to resolve the problem. In every case possible, the PR initiator/technical specialist will provide immediate answers; where this is not possible the responsible person will provide the needed answer as quickly as possible. (Urgent and emergency PR problems warrant a greater level of effort than do routines.)

19.8.2. The buyer should document the problem, which was contacted, when the contact(s) occurred, and promised action(s). The J041 system at the ALCs allows for use of certain transactions to stop or reset the cycle time clock. Local policy will guide the use of these transactions. However, whether or not the J041 time clock is stopped or reset, the buyer will not physically return the PR package unless requested by the initiator or technical specialist. After the buyer has exhausted all means to resolve the problem without success, the issue will be elevated to management for resolution. If resolution cannot be made in a timely manner, the PR initiator should consider cancellation until the issue can be resolved.

Chapter 20

PR AND CONTRACT AMENDMENTS

20.1. General. Once the PR/MIPR Control Activity has requested a "final" PR for J023 PRs being processed mechanically; or submitted the manual PR (AFMC Form 36 or J023 initial PR being processed manually) for Financial Management funds certification, the following types of changes may only be made by formal amendment to the PR. Prior to submitting any amendment to PRs in contracting, the initiator must immediately contact the buyer and obtain agreement that the proposed amendment can be accepted and processed.

20.1.1. Adding or deleting line items or sub line items. The PR initiator may add related line items or sub line items, such as a RSP quantity sub line added to the existing POS line item or an accidentally overlooked data line item added to a services PR. Unrelated line items/sub line items will not be added to a PR after funds have been certified

20.1.2. Changing the quantity on a line item or sub line item. The PR initiator will use an amendment to increase, decrease, or cancel the line item quantity. However, quantity discount procedures provide for use of a QD analysis worksheet to approve the actual buy quantity; the combination of the QD worksheet and the Administrative Commitment Document (ACD) processed by the buyer eliminate the need for an amendment in these situations. When offeror propose quantities different from the PR line item quantities the changes to the PR may be handled, as for QDP; no amendment is necessary. However, the contracting activity must update J041 due-in asset quantity information. **Note:** The J041 system will not allow a quantity decrease without an amendment.

20.1.3. Changing certain cost figures or the funds cite. The initiator will use an amendment to change any fund cite information and any cost figure unless otherwise dictated by local policy. No amendment is required to effect cost figure changes driven by contractor quotes, rollover of funds at the end of the fiscal year, etc. (these are processed via an ACD from the buyer).

20.1.4. Complete PR cancellations. Normally, only the PR initiator may cancel a PR. Center policy may establish criteria for control/cancellation of longstanding rework status PRs showing little progress towards resolution.

20.2. Preparation of Amendments (AFMC Form 36A). PR initiators will use AFMC Form 36A to prepare amendments for manual PRs.

20.2.1. Block 1, Procuring Activity: Enter six position Purchasing Office Identifier.

20.2.2. Block 2, Type PR: Enter the J041 type PR/MIPR Code.

20.2.3. Block 3, Priority: Enter the PR/MIPR Priority Code.

20.2.4. Block 4, Date Prepared: Enter the date the PR is prepared. All dates must be entered using the following format:

YYYYMMDD (Four position numeric year, 2 position numeric month, and 2 position numeric day. For example, August 11, 2000 will be input as 20000811.

20.2.5. Block 5, PR Number: Enter the 13 position PR Number from the basic PR.

20.2.6. Block 6, Amendment Number: Enter the appropriate amendment number in sequence beginning with 01 through 99.

20.2.7. Block 7a, Codes: Enter codes from the basic PR unless changing and then enter the new codes (Attachment A). When entering these codes, use the format i.e. IM____, MGR DES____, TYPE REQMT____, MMAC____, etc.

20.2.8. Block 7b, Purpose Statement: Use the purpose statement to clearly describe the intent of the amendment, specifically listing all data elements being changed.

20.2.9. Block 8A, Line Item Number: Indicate the line item/subline item number being amended or added. All line items affected must be listed.

20.2.10. Block 8B, Description: If no change, enter the NSN (for items) or Special (pseudo) Stock Class Assignment code and Service Description (for repair, modification, and other services) as was entered on the original PR. If anything is being changed or added, enter the new data. Enter the appropriate J041 Codes, CC, TLI, RCSC FMS Indicator and IMQ (see Attachment A for values).

20.2.11. Block 8C, Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC): Enter appropriate two position code if changing or adding a line item. Otherwise, enter NC for no change. Required for stock-listed items.

20.2.12. Block 8D, Quantity: Enter the PR line item quantity if changing or adding a line item. Otherwise, enter NC for no change.

20.2.13. Block 8E, Unit: Enter the unit of issue code if changing or adding a line item. Otherwise, enter NC for no change.

20.2.14. Block 8F, Estimated Unit Price: Enter the unit price dollars and cents if being changed or adding a line item. Otherwise, enter NC for no change.

20.2.15. Block 8G, Estimated Line Item Price: Enter PR line items total price in dollars and cents if being changed or adding a line item. Otherwise, enter NC for no change.

20.2.16. Block 9A, Increase: When changing dollar value on a PR Amendment, annotate the dollar increase value in dollars and cents.

20.2.17. Block 9B, Decrease: When changing dollar value on a PR Amendment, annotate the dollar decrease in dollars and cents.

20.2.18. Block 9C, PR Total: Enter the new PR total dollar value in dollars and cents..

20.2.19. Block 10A, Line Item Number. Enter line item number/sub-line item number from Block 8A.

20.2.20. Block 10B, Required. Always enter an R.

20.2.21. Block 10C, Delivery Schedule. Enter the delivery schedule if changing or adding a line item. Otherwise, enter NC for no change.

20.2.22. Block 11A(1), Ship To. Enter the ship to if changing or adding a line item. Otherwise, enter NC for no change.

20.2.23. Block 11A(2), Mark For. Enter the mark for if changing or adding a line item. Otherwise, enter NC for no change.

20.2.24. Block 11B, MILSTRIP DATA. Enter the MILSTRIP/MILSTRAP data if changing or adding a line item. Otherwise, enter NC for no change.

20.2.25. Block 12, Remarks. Enter the name, office symbol, phone number of the buyer and the date that the buyer was contacted and agreed to accept and process the amendment. NOTE: This is a MANDATORY entry. Additional data as required may be entered here

20.2.26. Block 13A, Line Item Number. Enter line item number/sub-line item number from Block 8A.

20.2.27. Block 13B(1) through 13B(10), Standard Air Force Accounting Classification (SAFAC). Enter all elements of the SAFAC. Block 13B(11) is optional for additional data. Other optional blocks of 13(b) are the "Type of Appropriation" and "Funds Expiration Yr". These blocks are to be used at the initiator's discretion.

20.2.28. Block 13C, Other Station Funds. Enter any fund citation that does not meet the SAFAC format above.

20.2.29. Block 14 Approvals. The initiator will sign and legibly print, type, or stamp his or her name, office symbol, telephone extension and date in Block 14A. Additional signatures in the same format will be added in blocks 14B through 14F as required by local coordination/approval policy.

20.2.30. Annotate all changed elements in the appropriate blocks and include any attachments that are changed by the amendment.

20.3. Preparation of Amendments (J023 Mechanized PRs). When the PR was created using the J023 system and processed as a J023 "final" PR, the PR/MIPR control activity or the PR initiator may request the amendment through J023. OO-ALC does not have the capability to prepare amendments in J023.

20.4. Preparation of Line Item or Total Cancellation Amendments. Except as allowed by agreement with PR initiator and the PR/MIPR Control Activity, only the PR initiator may cancel a line item or PR. For consolidated PRs, the initiator must secure the coordination of all involved IMSs before requesting total cancellation of a PR.

20.5. Coordination of Amendments. Upon receipt of a PR amendment, The PR/MIPR Control Activity will determine which coordination is affected by the changes and obtain that coordination. J041 does not track amendment coordination; therefore, the PR/MIPR Control Activity must manually suspense requested coordination. The following guidelines apply to amendment coordination:

20.5.1. Any change to funds information (amount or fund cite) must be coordinated with accounting and finance.

20.5.2. Any change in delivery information (schedule or destination) must be coordinated with the transportation function.

20.5.3. Other required coordination will be as determined locally.

20.6. Amendments after Contract Award.

20.6.1. Following contract award, PR amendments may not be used to increase or decrease quantity or dollars or to add new requirements. Instead, the initiator will prepare a "NEW" PR/MIPR with reference to the existing contract number and CLIN.

20.6.2. The PR initiator may prepare and process a PR amendment to effect a change in the item's NSN or other indicative data marking resulting from a stock list change action. For such post award

administrative changes (not involving an increase or decrease in the funds), the amendment will reflect J041 card code "BX". Alternatively, the PR initiator may prepare an administrative change letter or official memo to the contracting officer with the necessary instructions. The contracting officer will process a contract modification accordingly. Any post award changes affecting the funds will require a new PR referencing the involved contract to ensure proper coordination and tracking.

20.7. Initial/Amended Shipping Instructions (ISI/ASI). PR initiators will use AFMC Form 270, **Request for Issuance of Shipping Instructions** to provide initial shipping instructions when the PR could not provide that information, or to request changes to the shipping instructions. These instructions are limited to quantity and destination; the initiator must use AFMC Form 200, **Accelerated Delivery Request**, to change the delivery schedule. Under no circumstances will PR initiators establish direct contact with contractors to request or task initial or amended shipping instructions. PR/MIPR initiators must present all such requirements to the appropriate contracting activity/ contracting officer.

20.7.1. At some point during the contract performance period, the PR initiator must process an AFMC Form 270 to establish initial shipping instructions if that data was not provided on the PR. This date must be no later than 60 days prior to the first scheduled delivery. Similarly, the PR initiator may determine that a change in shipping instructions is warranted. This is also documented on the AFMC Form 270, and must normally be processed no later than 60 days prior to first scheduled delivery.

20.7.2. The initiator prepares an AFMC Form 270 as follows:

20.7.2.1. Block 1, Date: Enter the current date (YYYYMMDD).

20.7.2.2. Block 2: Check "initial" or "amended" as applicable to this request.

20.7.2.3. Block 3, To: Enter the appropriate buyer/contracting officer's name and office symbol.

20.7.2.4. Block 4, From: Enter the initiator's name, office symbol, and telephone.

20.7.2.5. Block 5, Contractors Name and Address: Enter the contractor's full name and complete address including zip code.

20.7.2.6. Block 6, Contract/Purchase Order No: Enter the contract or purchase order number.

20.7.2.7. Block 7, Local Reference/Control No: This is used at local option using local format to track and control ASI/ISI processing. (If used, the prescribing authority must establish management controls to maintain a control number register.)

20.7.2.8. Block 8, NSN: Enter the NSN (or other applicable identifier).

20.7.2.9. Block 9, Nomenclature: Enter the item's nomenclature.

20.7.2.10. Block 10, CLIN: Enter the Contract Line Item Number for the item.

20.7.2.11. Block 11, Unit Of: Enter the item's unit of issue.

20.7.2.12. For Initial Shipping Instructions (ISI):

20.7.2.12.1. Blocks 12a and 12b, Deduct leave blank.

20.7.2.12.2. Blocks 13a and 13b, Ship To: Enter a quantity and ship-to SRAN.

20.7.2.12.3. Block 14 (First Line: Plain Text Address; Second Line: Mark-For): Enter two lines of information in block 14 as follows: the plain text address for the ship-to SRAN on the first line, and the "mark for" and transportation data on the second line. This may include as

needed the MILSTRIP requisition number, supplemental address code, priority, need date, TCN, Project Code, etc.

20.7.2.12.4. Block 15, Remarks - Initiator: Enter the accounting classification of the item and any other pertinent information.

20.7.2.12.5. Block 16, Remarks - Buyer/Contracting Officer: Pertinent information from the contracting activity.

20.7.2.12.6. Block 17a, Typed Name & Grade of Approving Official: Approving official to be defined by local policy.

20.7.2.12.7. Block 17b, Signature of Approving Official: Local policy will determine signature requirements.

20.7.2.12.8. Repeat the above steps as needed to designate ISI for the total quantity of the CLIN shown in block 10. Verify that the quantities sum up correctly to match the CLIN quantity.

20.7.2.13. For Amended Shipping Instructions (ASI):

20.7.2.13.1. Block 12a and 12b, Deduct: Enter the quantity in block 12a (this may or may not be the total quantity of the CLIN) and the losing SRAN in block 12b. Verify that the quantity in 12a is not greater than that currently designated for that SRAN.

20.7.2.13.2. Block 13a and 13b, Ship To: Enter the associated quantities in block 13a and the gaining SRANs in block 13b.

Note: The above instructions apply to a single shipment being split out to multiple destinations; it is also possible to amend multiple shipments into fewer destinations or simply change destinations while keeping the same number of shipments. After listing all losing and gaining SRANs, the initiator will verify that the sum of column 12a deduct quantities equals the sum of column 13a gaining quantities.

20.7.2.13.3. Block 14, First Line: Plain Text Address; Second Line: Mark-For: Enter one line of information, showing the losing SRAN's plain language address. If necessary for clarity, include the losing SRAN's mark for data as a second line. Enter block 14 information as in paragraph 20.7.2.12.2 above.

20.7.2.13.4. Block 15, Remarks: Enter the accounting classification of the item and any other pertinent information. The initiator must identify the following when applicable:

20.7.2.13.4.1. Plainly mark or stamp special handling requirements such as MICAP requirements, overseas shipments, special project codes, etc.

20.7.2.13.4.2. Identify whether or not the item is an airlift investment item.

20.7.2.13.4.3. Identify if the item is GFE/GFM/GFP.

20.7.2.13.4.4. Identify whether or not additional funds are available if required under the contract. DO NOT indicate how much additional funding is available, since the appropriate contracting activity will forward this document to the contractor with the request.

20.7.2.13.4.5. Identify the applicable losing/gaining fund cites and amounts when diverting assets from one support category to another. As required by local procedures, process associated funding documents to ensure proper accounting.

20.7.3. The initiator will forward the AFMC Form 270 per local procedures to the appropriate contracting activity. These local procedures will address details of how transportation and financial management coordination will be obtained. The transportation function coordination will ensure that all transportation data is correct and that the appropriate shipment modes are selected. As necessary, the transportation specialist will enter instructions on the AFMC Form 270 or on an attached document. If the request involves GFE/GFM/GFP, the appropriate contracting activity will also forward a copy to the MCA for coordination. MCA coordination ensures that loan/bailment records are properly updated to reflect the asset's location and status.

20.8. Diversion of Assets. The majority of ASIs will involve diversion of assets from IMS stock account shipments to field users. In extraordinary situations, however, it may be necessary for the PR/MIPR initiator to divert assets intended and funded for one purpose to another. PR/MIPR initiators may on their own authority divert assets for which they are responsible, subject to the following conditions/exceptions:

20.8.1. IMSs will request diversion of assets from Security Assistance/FMS programs to USAF and vice versa only under the most extreme circumstances. All other avenues of support must be researched and exhausted before diversion is requested. Local management controls must ensure that this option is not abused.

20.8.2. PR/MIPR initiators will not divert programmed assets to support nonprogrammed requirements unless the diversion makes sense from a priority and mission support view.

20.8.3. PR/MIPR initiators will not divert programmed FMS assets already on contract with instructions for direct delivery.

20.8.4. PR/MIPR initiators will not divert nonprogrammed direct-cite Security Assistance assets unless the losing country's approval is obtained. However, if the requirement is filled from USAF stock after contract award ASI action is permitted to replenish the USAF stock. If the Security Assistance program is terminated for that country the AFMC International Logistics Center will issue applicable instructions.

20.9. Accelerated Delivery Requests (ADRs). PR initiators will use AFMC Form 200 to request the appropriate contracting activity to renegotiate delivery of assets earlier than is specified on the contract delivery schedule. An ADR is the only means to accomplish this; under no circumstances will any PR initiator establish direct contact with contractors to change the delivery schedule.

20.9.1. The feasibility of accelerating a delivery is difficult to predict. In some cases, the contractor may be able and willing to deliver early with minimal effort and no additional charge to the government. In other cases, the contractor may be struggling to meet the original schedule and totally incapable of accelerating it (whether willing or not). In the middle ground, some contractors may be able to accelerate the schedule if we provide additional resources and incentives through premium funding. Because ADR requests involve considerable effort by both the requiring and the contracting activities that may not result in any gain or may require additional funds, local management controls must ensure that ADRs are used only where truly warranted. ADR's should not be issued until 60 days after the mailing date of the contract.

20.9.2. PR initiators will not initiate or process priority "R" PRs when they know that an accelerated delivery schedule is needed. They will use the appropriate PR priority and need date to tell the buyer that the best possible delivery schedule should be negotiated. When submitting an ADR against a

recently negotiated priority "R" delivery schedule, PR initiators must document in Block 30 of the AFMC Form 200 why the need could not have been identified to the buyer prior to contract award. The contracting activity will accept and process all feasible ADRs in the interest of mission support, but management will take appropriate action to ensure compliance with this paragraph.

20.9.3. Upon receipt of the ADR, the appropriate contracting activity must determine if an ADR is feasible. The following factors must be considered:

20.9.3.1. Whether the contractor has had sufficient time to receive the contract, establish the actual production schedule, and arrange for delivery of materials.

20.9.3.2. Whether the contract has a negotiated firm delivery schedule (ADRs are usually inappropriate for contracts that do not reflect a firm delivery schedule);

20.9.3.3. Whether the contract delivery schedule already reflects a best effort/premium funds position (ADRs are inappropriate for such contracts unless enough time has passed that the contractor's situation may have changed, allowing a further acceleration).

20.9.4. The PR/MIPR initiator prepares an AFMC Form 200 as follows:

20.9.4.1. Block 1, Control Number: Enter the document control number assigned per local procedures.

20.9.4.2. Block 2, Date: Enter the current date (YYYYMMDD).

20.9.4.3. Block 3, Page: Enter applicable numbers.

20.9.4.4. Block 4-7, Routing: Enter the buyer's name/office symbol and date forwarded in block 4. Other involved offices use blocks 5-7 for subsequent routing.

20.9.4.5. Block 8-10, Item Identification: Enter the NSN in block 8, the contractor's part number in block 9, and the noun in block 10.

20.9.4.6. Block 11-19, Contract and Funds Data: Enter the required information from the contract. Annotate in Block 14 whether or not premium funds are available. The initiator should indicate "Upon Approval" in Block 14 unless otherwise dictated by local policy. This contracting activity will notify the requestor of the actual funding required. The requestor will evaluate the cost of the ADR against the acceleration to be achieved.

20.9.4.7. Block 20, Scheduled Data This Contract: Enter the current and requested schedule, no matter how unrealistic. However, the total quantity being requested for delivery prior to the current scheduled first delivery must not exceed the total of the quantities shown in the justification. Initiators must ensure that this quantity represents the minimum essential needs of the government for accelerated delivery.

20.9.4.8. Block 21, Justification: Check the boxes for applicable requirement types and enter the quantities for each by priority. Attach a detailed explanation of any requirement shown as "other".

20.9.4.9. Block 22, Shipping Instructions: When an accelerated delivery will also be going somewhere other than originally designated, the initiator must also submit an AFMC Form 270. Enter that document's control number and date in block 22 and attach the AFMC Form 270 to the AFMC Form 200.

20.9.4.10. Block 23, Other Due-in Assets: Enter as applicable other due-in information.

20.9.4.11. Block 24-25, Certification/Approval: The initiator certifies the need for accelerated delivery. Approval will be as designated in local procedures, at least one level above the requestor.

20.9.5. The initiator will route the ADR to the appropriate contracting activity, which will negotiate a schedule to meet the requested acceleration as much as possible, and process necessary funds documents. The contracting activity completes blocks 26-29 showing the results of the request, enters the initiator's name/office symbol and current date in block 7, and then forwards the completed ADR to the initiator.

20.9.6. Throughout the initiation and processing of ADRs, involved persons will process them as an emergency/urgent requirement. The initiator will retain a copy of the ADR and follow up as appropriate to ensure timely processing.

Chapter 21

PRS TO PLACE ORDERS OR EXERCISE OPTIONS

21.1. General. Several types of contracts may be established which allow for placement of orders at future dates or which contain options for additional quantities or additional periods of coverage. The significant advantage of such contracts is the ability to obtain the contracted support (items or services) with minimal administrative effort and leadtime.

21.2. Procedures for Placing Orders.

21.2.1. The PR initiator is responsible for knowing whether or not an ordering-type contract (a "D" contract) exists for a given requirement. When awarded, the buyer must notify the PR/MIPR initiator, who must record the pertinent information on the AFMC Form 318, **Item Contracting History Record**. When "D" type contract data is properly file maintained by the contracting activity in J023, the Overhaul Repair Master List report is produced every two weeks to reflect current status of available ordering-type contracts.

21.2.2. To place a manual order, the PR initiator will prepare an AFMC Form 36 per Chapters 5 through 8 or 17 and the following instructions:

21.2.2.1. The purpose statement in block 7b must clearly identify that the PR is to place an order against an existing contract and annotate the contract number.

21.2.2.2. The item/service description may be limited to identification of the CLIN, NSN, Part Number, CAGE, noun, or other such basic identification as set forth in the contract. The description must be clearly stated.

21.2.2.3. The PR establishing the ordering-type contract was funded only for the amount of the initial order (if any). Each subsequent order must be individually funded.

21.2.3. To place an automated delivery order through J023, initiators will input a J023 request. If the "D" type contract data was properly file maintained by the contracting activity, J023 will produce a Delivery Order Notice (DON). Otherwise, it will produce a new initial PR.

21.3. Procedures for Exercising Funded and Unfunded Options .

21.3.1. "Funded" options are those which invoke a delivery or performance requirement. The PR that exercises the option must be funded as these options obligate the government to pay for the goods or services.

21.3.2. "Unfunded" options are those which extend the period of time during which orders may be placed against a contract and/or allow additional quantities to be ordered. To exercise the option a new PR or DON must be initiated and each order must be individually funded.

21.3.3. Options for indefinite-delivery/indefinite quantity (ID/IQ) contracts will obligate the government to a minimum purchase quantity. To ensure that the contractual minimum order obligations are satisfied, a funded PR that places the minimum quantity on order must accomplish the exercise of these options. The IMS must ensure that the minimum quantity is ordered at some point during the contractual period to avoid government default.

21.3.4. If the contract data was properly file maintained by the contracting activity, the Contract Options Expiration report indicates the options available for each contract. Each option has a defined period of time during which it may be exercised. If not exercised during that period, the option is lost. The PR initiator is responsible for monitoring the status of available options. The PR initiator will confirm that the requirement is still valid, and determine whether or not the contractor has performed satisfactorily to date. If so, the PR initiator will prepare a PR for funded options with the following exceptions:

21.3.4.1. The purpose statement in block 7b must indicate that the PR is to exercise an option, specifically identifying the contract number and CLIN and describing the option.

21.3.4.2. The item/service description may be limited to the minimum information necessary to clearly identify what is being placed on contract.

21.3.4.3. Cost data elements for funded options will reflect the estimated costs for the amount to be obligated by exercise of this option.

21.3.5. The PR/MIPR Control Activity will determine necessary coordination based on the nature of the option. Only activities whose input to the original PR must be revalidated will coordinate on the option PR.

Chapter 22

ITEM CONTRACTING HISTORY RECORD

22.1. General. For reference purposes, IMSs must keep a record of significant acquisition process events for their items. The AFMC Form 318 allows a means to do this.

22.2. Contracting History Data Elements. The IMS will enter the following data elements on the AFMC Form 318. Enter the data to allow for updating or changes.

22.2.1. Item identification information: Enter as applicable the following elements:

22.2.1.1. NSN and/or NC/ND number.

22.2.1.2. Noun.

22.2.1.3. UM: Enter unit of issue

22.2.1.4. UPK: Enter quantity unit pack

22.2.1.5. ERRC

22.2.1.6. Standard Price

22.2.1.7. BPAC/MPC

22.2.1.8. QPA: Enter quantity per application.

22.2.1.9. APPL/NHA: Enter item application or end item and next higher assembly.

22.2.2. Acquisition history information: Enter the following elements as they become known: For ordering-type contracts, enter the information for the basic contract showing the total quantity which may be ordered and use the remarks to show min/max orders, frequency, etc; if there is no initial order when the contract is awarded the delivery information will be blank. Then, enter the information for each order as it is placed showing the actual delivery information.

22.2.2.1. PURCHASE REQUEST NUMBER: Enter PR/MIPR number.

22.2.2.2. ITEM NUMBER: Enter PR/MIPR line item number.

22.2.2.3. QUANTITY.

22.2.2.4. DATE INITIATED: Enter the date the PR/MIPR initiated.

22.2.2.5. AMC: Enter the AMC/AMSC.

22.2.2.6. FSCM: Enter the design activity CAGE.

22.2.2.7. PART NUMBER: Enter the part number of the delivered part.

22.2.2.8. CONTRACT NUMBER: Enter the contract or purchase order number.

22.2.2.9. CONTRACTOR: Enter the Contractors name and CAGE.

22.2.2.10. CONTR ITM NO: Enter the contract CLIN.

22.2.2.11. CONTRACT QUANTITY: Enter Contract Quantity.

22.2.2.12. CONTR AWARD DATE: Enter the date the contract was awarded.

22.2.2.13. CONTR UNIT COST: Enter the contract unit cost.

22.2.2.14. DATE FIRST SIGNF DELIVERY: Enter first significant delivery date.

22.2.2.15. QNTY FIRST SIGNF DELIVERY: Enter the quantity of the first significant delivery.

22.2.2.16. DATE FINAL DELIVERY: Enter the Final Delivery date.

22.2.2.17. ALT: Enter the award date minus date PR/MIPR initiated.

22.2.2.18. PLT: Enter the first significant delivery date minus award date.

22.2.2.19. REMARKS

Chapter 23

AIR FORCE INITIATED OUTGOING MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPRS)

23.1. General: All information contained in the MIPR chapters is in accordance with FAR Part 8 and 17, DFARS Part 208 and 253; and AFFARS Part 5308.

23.1.1. This part pertains to coordinated acquisition; the use of the DD Form 448 and its administration. It has policies on preparing and processing MIPRs and related documentation.

23.1.2. MIPRs are issued by HQ AFMC and their activities for acquisition of items and/or services by another department or governmental agency, as specified by the FAR Part 8, DFARS Part 208 and 253.

23.1.3. Agreement between activities of AFMC and activities of the Army and Navy or other governmental agencies concerning procedures for preparing, processing, controlling, reporting and following up on MIPRs will require the review and approval of HQ AFMC prior to implementation.

23.1.4. The normal point of contact and control for inquiries, status, request for amendments, or other actions (including distribution of documents; for example, DD Forms 448-2, other service contracts, etc.) is the PR/MIPR Control Activity.

23.2. Forms Used:

23.2.1. Use DD Form 448 to request acquisition action of AF managed requirements assigned to other military departments and agencies for acquisition action.

23.2.2. Use DD Form 448 for amendments.

23.2.3. You may accomplish urgent AF MIPR action IAW DFARS 208.7 using electrically transmitted (FAX) advanced MIPR with all necessary data (MIPR number, item description, quantity, funding, etc.) furnished to the contracting activity. Such actions are not considered complete until a formal DD Form 448, with necessary attachments, are prepared and sent (within 10 calendar days) to the contracting activity, and accepted by that activity. Initiating activities will insure that the faxed MIPR represent the complete MIPR requirement since changes which alter the substance of that MIPR may not be incorporated in the formal DD Form 448.

23.3. MIPRs will not be used for:

23.3.1. Supplies obtained by local purchase base contracting procedures.

23.3.2. Obtaining materiel being held as AF equity in stocks of another departments stock control activity.

23.3.3. Property determined to be excess.

23.3.4. Ordering items when it is known in advance that the materiel will be furnished from stock.

23.3.5. Inter-Service supply support services.

23.3.6. The exceptions listed above are not intended to represent all situations since instances occur from time to time which warrant an exception.

Chapter 24

SPECIAL INSTRUCTIONS (OUTGOING MIPR)

24.1. General. This chapter contains special instructions for outgoing MIPRs.

24.1.1. The cutoff date for submitting MIPRs citing expiring appropriations is prescribed in DoD DFARS Part 208.7 and implementing procedures and agreements with other services and agencies under coordinated procurement programs.

24.1.2. MIPRs received in the PR/MIPR Control Activity office after the cutoff date must be Boldly marked "Funds Expire" (with the expiration date annotated when the funds will expire) on the face of the MIPR. The MIPR will be accepted provided each request either conforms to a prior agreement between the requiring and contracting activity or cites some unforeseen circumstances or other controlling factor, which precluded submission before the cutoff date. If circumstances require the MIPR to be submitted after the established cutoff date, the requiring activity or the MIPR initiator must contact the contracting activity to make sure that they will accept the late MIPR and ascertain whether or not the contracting activity will be able to execute a contract by the end of the fiscal year.

24.2. Attendance of Air Force Personnel at Inspection, Tests, and Provisioning Meetings: When the first article inspection of an item is required by the Air Force on production contracts, when attendance is required or desired to observe tests, or when the Air Force requires pre-provisioning, guidance, provisioning, and/or source coding meetings, the requiring activity and/or provisioning activity must indicate these provisions in the MIPR. However, when Statements of Provisioning Policy used by other services or the Defense Logistics Agency (DLA), Provisioning Requirement Statement for DLA Contracts are prepared and included with the MIPR. A separate statement on the DD Form 448 is not required.

24.3. Sole/Selected Source: AF MIPRs originating at AFMC central contracting activities for sole/selected source acquisition are governed by the provisions of chapter 4 and the provisions contained here, except that all MIPRs requesting sole/selected source acquisition must have a justification statement attached and prepared on separate sheets.

24.4. Control of Air Force MIPRs Initiated at WPAFB by Activities other than AFMC:

24.4.1. A central point has been established for control of MIPRs initiated by activities other than AFMC. This central point distributes the acceptance notices for MIPRS, contracts, and related documents, and expedites the requests for additional funds.

24.4.2. Documents concerning AF MIPRs initiated by activities at WPAFB other than AFMC must be sent to 88th ABW/ACFS.

24.5. Acquiring GFE/GFM/GFP Type Items:

24.5.1. Do not send AFMC initiated MIPRs for the acquisition of follow-on GFE/GFM/GFP type items to Aeronautical System Center (ASC).

24.5.2. The MIPR initiator:

24.5.2.1. Advise the MCA that the requirement exists. The MCA formally contacts the ASC program manager and other using organizations to find out if the required items can be supplied from existing inventories.

24.5.2.2. Obtains a current engineering clearance if one has not already been obtained.

24.5.3. If the items can be supplied through reallocation of available assets or existing contracting, reallocation action must be taken.

24.5.4. If the required items can not be supplied through reallocation procedures, the MCA must be formally notified. The ALC prepares and processes the MIPR to the appropriate contracting activity.

24.5.5. AFMC initiated MIPRs for GFE/GFM/GFP type items are prepared and processed according to Chapter 16.

24.6. Foreign Military Sales (FMS) Requirements. Air Force MIPR for requirements to support FMS programs are subject to the provisions of Chapter 8.

24.7. Requests for Issuance of Calls (Orders):

24.7.1. Requests to the Departments of the Army, Navy, DLA, or GSA for issuance of calls or orders on previously established indefinite delivery type contracts or Basic Ordering Agreements (BOA) are prepared on DD Forms 448 in a manner similar to that outlined in Chapter 21 unless otherwise established in inter-service agreements or contracts.

24.7.2. Calls or orders must reference the appropriate MIPR number and contract number.

24.8. Shipping Instructions:

24.8.1. MIPRs with deliverables **MUST** contain ALL of the following information IAW DFARS Part 253. They must be specified for on the DD Form 448 if space permits, otherwise in an attachment to the MIPR.

24.8.1.1. MILSTRIP requisition data when available.

24.8.1.2. Estimated weight, cube, and dimensions for each line item or a statement explaining why this data is not available.

24.8.1.3. The requiring activity shall include the name and telephone number of an individual who is thoroughly familiar with the MIPR, its attachments, and technical requirements.

24.8.1.4. Prepare attachments to MIPRs in sufficient numbers so that each copy of a MIPR submitted to the acquiring department is complete with a copy of all attachments. "Ship To and Mark For" addresses in shipping instructions **MUST** include the clear text identification and DODAAD code if assigned.

24.8.2. If the materiel is destined for overseas, and the theater designation is expected to hold reasonably firm, the theater designation is furnished as general information. In such cases, an additional statement must be placed on the MIPR: "Materiel destined for . . . theater."

24.8.3. When determined to be in the best interest of the government, direct shipping to using activities will be stipulated IAW Chapter 8. Shipping instructions must indicate the stock record account number or station number and the complete consignee address which will be obtained from the local

transportation office. The "Mark For" data must include the information contained in, as appropriate. If items requested are to fill requisitions, include the requisition number and suffix, and MILSTRIP priority in the "Mark For" position of the shipping instructions.

24.8.3.1. When portions of the MIPR are special purposes, such as RSP or special projects, give clear instructions for marking to make sure the materiel is reserved for the intended purpose.

24.8.3.2. Do not prepare shipping instructions with a "percentage phase." The quantity to be shipped to each activity must be specifically identified.

24.8.3.3. Obtain specific instructions from the local transportation officer concerning the processing and documentation of materiel ports of embarkation to satisfy overseas requirements as a result of requisitions or supply directives.

24.8.3.4. When items are being produced for FMS programs, include requisition number, record control number (RCN), or the FMS supplementary address constructed according to Chapter 8, in the "Mark For" portion of the shipping instructions. Also, include the requisition number and project name, when applicable. Clearly mark each item for FMS.

24.8.3.5. Make sure requests for issuance of shipping instructions relative to shipments requiring special markings carry the appropriate statement or stamp. GFE/GFM/GFP type items must be marked.

24.8.4. MIPRs for materiel used solely in support of Programmed Depot Maintenance (PDM) must cite the applicable Technical Repair Center (TRC) in the shipping instructions instead of the prime ALC. If there are two TRCs, the quantity ordered is prorated to each based on past usage experience.

24.8.4.1. The Item Manager Quantity (IMQ) to be entered on MIPRs is the total quantity being shipped to the TRCs less that quantity to satisfy requisitions for those activities.

24.9. Transportation Charges. Each fiscal year the Financial Management Directorate at HQ AFMC publishes the accounting classification to be cited by the purchasing department for the first destination transportation charges for items to be shipped. Individual AF MIPRs do not carry specific citations for first destination transportation.

24.10. Accelerated Delivery Action. When delivery on an item requested on an AF MIPR must be accelerated, the following applies:

24.10.1. When the item in question has been requested on only one AF MIPR, the initiator provides advance notification to the contracting activity through established channels by telephone or FAX of the proposed accelerated delivery request. The accelerated delivery request indicates all necessary data, such as MIPR number and MIPR item number contract, and quantity to meet emergency requirements, deadline priority, Not Mission Capable Status (NMCS), etc., plus other data deemed necessary. If all or a portion of the quantity being accelerated is desired to be shipped to a destination other than a destination previously established, either by initial shipping instructions or amended shipping instructions, action is taken concurrently with the accelerated delivery action to prepare applicable shipping instructions by amendment.

24.10.2. When an identical item has been requested on more than one AF MIPR, the initiator notifies the contracting activity through established channels of the accelerated delivery action, citing all AF MIPRs that have requested the item involved, in the same manner as paragraph 24.10.1 above. The

contracting activity determines the proper contract from which delivery of the materiel may be accelerated, and notifies the requiring activity whether initial or amended shipping instructions, if required, must be prepared as required by Chapter 27.

24.11. Consolidating Requirements. A MIPR contains the major end item, its required repair parts, Support Equipment and related support items, and data that must be ordered with the major end item. Consolidation must be accomplished to the maximum extent possible.

24.12. Prior to initiation of MIPR. It must be determined that no materiel assets are available from releasable assets of other military service inventory control points (ICP) or from excess/surplus inventories of Defense Reutilization and Marketing Office (DRMO). This is determined through interrogation of other service ICPs and interrogation of the Defense Reutilization and Marketing Service (DMRS) web site.

24.13. Advance and Planning MIPR. An Advance or Planning MIPR is an unfunded MIPR provided to the acquiring agency in advance of the funded MIPR so that initial steps in planning the contract action can begin at an earlier date. In order to use Advance/Planning MIPR, the acquiring agency and the requiring agency must agree that its use will be beneficial. The requiring agency will not release an Advance/Planning MIPR to the acquiring department without obtaining proper internal approval of the requirement when Advance or Planning MIPRs are used, mark "ADVANCE/PLANNING MIPR" prominently on the DD Form 448. For urgent requirements, the Advance MIPR may be transmitted electronically.

24.14. Processing Air Force MIPRs for Materials Required to Accomplish Modifications, Support Equipment, etc.:

24.14.1. When the IM receives an Incoming MIPR from another agency and part or all of the items on it are the contracting and supply responsibility of another service or agency, the requirement will be extracted to a DD Form 448. The outgoing MIPR line item must refer to the incoming MIPR number and line item number for cross-reference purposes.

24.14.2. Prior to initiation of the MIPR, the initiator must contact the applicable service or agency by the fastest means to find out if all or part of the required items can be supplied from available stocks or must be acquired.. When the inquiry-reply reveals that a part or all of the required items can be supplied from stock, they are requisitioned by means of a funded requisition in accordance with AFM 23-110. Such requisitions must have a cross-reference to the requiring activity basic MIPR and item number in the body of the document.

24.15. Funding :

24.15.1. Funding Flexibility. Funding flexibility between MIPR line items does not require approval of the PR initiator when the specific long line accounting classification total is not exceeded. All other cases require approval by the PR initiator.

24.15.2. Amount to be funded for services. The amount of funding that will be made available for service contracts via MIPR will be estimated to extend from five business days after funds are expected to become available until the business day on or before 15 September of the current fiscal year.

24.15.3. Year-End Review.

24.15.3.1. As of the last business day of August, all outstanding MIPRs, including GSA where appropriate, will be reviewed to determine whether any funds are excess or deficient to complete the assigned tasks on service contracts as of the last business day of the current fiscal year. If any funds are expected to become excess, an amendment to the MIPR will be issued to cancel the services and deobligate excess funds. For those MIPRs that will not have enough funds to continue to the end of the year, an amendment to the MIPR will be issued to provide the funding necessary to bring services to a close as of the last business day of the fiscal year or sooner. Excess funds will not be applied to services that are carried out in the following fiscal year. MIPRs will be reviewed regularly during the month of September to ensure that funds are obligated for services rendered in the current fiscal year.

24.15.3.2. At the completion of the accounting year end review, the appropriate accounting office will send a memorandum to the MIPR initiating office requiring action to verify or issue an amendment to deobligate any MIPR balances that do not have a current and valid requirement.

24.16. Advisory and Assistant Services (A&AS).

24.16.1. A&AS means those services provided under contract by non-governmental sources to support or improve: organizational policy development; decision-making; management and administration; or R&D activities. It can also mean the furnishing of professional advice or assistance rendered to improve the effectiveness of Federal management processes or procedures.

24.16.2. The head of an agency shall determine, for each evaluation or analysis of proposals, if sufficient personnel with the requisite training and capabilities are available within the agency to perform the evaluation or analysis of proposals submitted for the acquisition. If such personnel are not available within the agency the head of the agency shall:

24.16.2.1. Determine which Federal agencies may have personnel with the required training and capabilities.

24.16.2.2. Consider the administrative cost and time associated with conducting the search, the dollar value of the procurement, other costs, such as travel costs involved in the use of such personnel, and the needs of the Federal agencies to make management decisions on the best use of available personnel in performing the agency's mission.

24.16.3. Prior to purchasing A&AS, requiring activities must document in the Determination/Decision Document (DDD): (a) the A&AS requirement, (b) The results of their queries for availability of organic resources; and (c) compliance with certifications that hiring the contractors will not violate personnel ceilings or displace government employees. For details on A&AS requirements, including required cost comparisons and DDD approval levels, see the AFMC A&AS Guide at <http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DR/PSBA/aas.htm>. Prior to obtaining funds certification the contracting office will review the MIPR package to ensure the DDD has been prepared and the queries have been accomplished.

Chapter 25

PREPARING OUTGOING MIPRS

25.1. General. This chapter provides instructions on how to prepare a DD Form 448. Complete the DD Form 448, including advance MIPRs, as follows: Note: The AFMC Form 36F may be used as a continuation sheet for the DD Form 448.

25.1.1. Block 1, Page Number and Number of Pages. Consecutively number each DD Form 448. Do not assign page numbers to attachments.

25.1.2. Block 2, Federal Supply Classification. Enter the applicable FSC if only one FSC is to be ordered; otherwise, enter the FSC according to the following:

25.1.2.1. Prepare a separate MIPR for each major end item, which will include GFE/GFM/GFP, spares, repair parts, SE, and repair parts for SE, for that item as applicable. When more than one classification of items is being acquired, show the main classification. For example, an item covering "radar equipment, airborne" plus a line item for spare parts is indicated on a MIPR. Since the spare parts, when provisioned, carry several classifications, the FSC of 5841 for the end item, which is the main classification, is shown in the block. When an FSC is not applicable, leave this block blank.

25.1.2.2. Major end items of GFE/GFM/GFP spares, repair parts, SE, and SE repair parts applicable thereto, are combined on a single MIPR. The main classification as determined by the initiator appears in this block.

25.1.3. Block 3, Control Symbol Number. Leave this block blank unless a single BPAC or MPC applies to all items on the MIPR. If one BPAC or MPC applies, enter it in this block.

25.1.4. Block 4, Date Prepared. Enter the date the MIPR is prepared by the initiator in the following format: YYYY/MM/DD.

25.1.5. Block 5, MIPR Number:

25.1.5.1. Insert the identifying MIPR number. Enter the 13 position MIPR number. Each center will establish a control system to ensure that every MIPR has a unique number.

25.1.5.1.1. Positions 1-6 are the address code (i.e. DODAAC) of the initiating activity.

25.1.5.1.2. Positions 7-8 are the last two positions of the fiscal year. Current or advanced fiscal years can be used in this field as defined by local procedures.

25.1.5.1.3. Positions 9-13 are locally assigned tracking numbers. A control point at each initiating activity assigns these numbers.

This number is made up of the requiring agency activity code, as prescribed in the DODAAC, followed by the last two digits of the fiscal year in which the MIPR is written, followed by a five-digit serial number. Serial numbers on MIPR documents must not be duplicated in the same year at any one installation and must not exceed five digits in a program year.

25.1.5.2. All advance MIPRs submitted for a subsequent fiscal year must bear that fiscal year designation in the MIPR number. However, MIPRs submitted late in a fiscal year for which the funds of the next fiscal year must be used due to unforeseen circumstances must not be renumbered.

25.1.6. Block 6, Amendment Number. Enter the MIPR Amendment Number using a two position numerical sequence. If this is the original (basic) MIPR, enter "00". If this is an amendment, enter "01" for the first amendment, "02" for the second, etc.

25.1.7. Block 7, To. Insert the full name and address of the acquiring department or agency to which the MIPR will be submitted. Provide the name and phone number of the POC, if available. Also, include the six-digit code for the procuring/contracting agency.

25.1.8. Block 8, From. Enter the address of the initiating activities The PR/MIPR Control Activity Office including the name, address, and telephone number of the applicable point of contact.

25.1.9. Block 9, Conduct the appropriate screening to comply with the ISSP as established in FAR 8.001. Mark the block identifying whether or not the item has or has not been included in the ISSP program. Also mark the block identifying whether or not the screening has been accomplished for the item.

25.1.9.1. Column a, Item Number. Enter the line item numbers in sequence beginning with the number 0001 for each document. The line item number must be numeric and may not exceed four numeric digits. Sub line items may be used by adding a maximum of two-alphabetic characters starting with AA, then AB through AZ, BA through BZ, and so on through ZZ to the line item number. Amendments to add a stock-numbered item will *not* be accepted if the basic line item is pseudo coded or if the same stock number is not established on the basic PR. Stock numbered items can only be added as sub-line items to the basic line item with an amendment. Amendments to add pseudo-coded items must use a new line item number.

25.1.9.2. Column b, Description. The description provides the buyer a concise summary of the service to be acquired. The buyer uses this information to prepare the synopsis, evaluate the offers, and so on. The description will contain the following elements as applicable:

25.1.9.2.1. For services, repairs, and associated data, enter the applicable Special Stock Class Assignment (pseudo) code. Identify each line item on the document with the proper code. Determine the pseudo code according to the following examples: If a data line item is included on a MIPR for materiel, the line item for materiel will cite the NSN and the line item for data will cite 0001. If the line item is prepared to request services, use 0002 code. Cite Repair or overhaul use pseudo code 0003 and for modification items pseudo code 0004 with the appropriate NSN in the description if the MIPR is funded. If the MIPR is written to request unfunded contractual coverage, pseudo code 0005, 0006, or 0007, as applicable. Fully describe the item to be covered in the item description.

25.1.9.2.1.1. For non-repair services, in addition to the pseudo code, clearly identify what will be bought (e.g., "Engineering/ Technical Services"), with the applicable program identification (e.g., mod number and/or Program Management Directive (PMD) number). Include brief details with respect to location and scope of effort, cost range and limitations, estimated starting and completion dates, and any significant evaluation factors.

25.1.9.2.1.1.1. For stock-listed item repair, in addition to the pseudo code, enter the NSN, provide the part number, nomenclature, end item, and other pertinent information. When requesting a requirements contract, enter the best estimated quantity (BEQ) for the item; when requesting an IQ contract, provide the incremental quantities.

25.1.9.2.1.1.2. For stock numbered buy items, enter the NSN and MMAC. Use the desired NSN on the MIPR; if I&S NSNs apply, either list the NSNs on the MIPR or in separate instruction to the buyer. Note that the contract award will reflect the NSN of the specific item being bought. In the absence of an NSN, enter the NC, ND, or K number if applicable.

25.1.9.2.1.1.3. The following should be included.

- Complete stock list nomenclature.
- Part number.
- CAGE Code.
- Dimensions and tolerances.
- Kind of material.
- Form, fit, and/or function of the item.
- Next higher assembly.
- End item application.
- ERRC.
- Specification number and issuance date.
- Assembly drawing number.
- Electrical data if any.
- Principles of operation.
- Restrictive or significant environmental conditions.
- If part of an assembly, location within the assembly.
- Essential operating conditions.
- Special features, if any.
- Equipment with which the item is to be used.
- Other requirements as appropriate.
- Test requirement and procedures as needed to ensure requirement compliance.
- Other information that is required to provide the degree of description necessary to permit the buyer to buy the item.

25.1.9.2.2. Use additional remarks to indicate the next higher assembly, end item, project, program, etc., for which the item or service will be used. For an item modification MIPR (TCTOs, ECPs, retrofits, etc.) include all project identification information needed to process the MIPR or which must be included on the contract or delivery documents.

25.1.9.2.2.1. Enter the required J041 system information for each line item.

25.1.9.2.2.2. Card Code (CC): Enter the two-position code that pertains to the line item.

25.1.9.2.3. PR/MIPR Type Line Item Code (TLI): Enter the one-position code that pertains to the line item.

25.1.9.2.3.1. Short Funds Cite: Enter the "short line" accounting classification, which consists of the two-position Program Year, the two-position fund code, the six-position Budget Program Activity Code (BPAC), and the second through fourth-position of the six-position Materiel Program Code (MPC).

25.1.9.2.3.2. FMS Indicator of Yes (Y) or No (N).

25.1.9.2.4. The following information will be included:

25.1.9.2.4.1. Enter the name (and signature), office address symbol, and telephone number of the MIPR initiator and resource advisor in the lower left corner of block 9, column b, on the line directly above block 10.

25.1.9.2.4.2. Each MIPR is assigned a priority code. Enter the appropriate code. The valid codes are A, B, C, D, E, and R. In the generic sense, A is considered an "emergency"; B, C, and D are considered "urgent"; and E and R are considered "routine".

25.1.9.2.4.3. When the MIPR is for both end articles and provisioned support, and the repair parts or SE are to be provisioned by an activity other than the ordering end article activity, the initiator places the name and address of the provisioning activity in this block. Cite the applicable provisioning document for each repair part and SE line item.

25.1.9.2.4.4. The final approving authority signature as required by local policy appears in this block.

25.1.9.2.4.5. Enter the AMC/AMSC with each stock numbered item. The AMC/AMSC is always a two-digit alphanumeric code.

25.1.9.2.4.6. If ordering attachments for equipment already in service, include the make, model, serial number, and color of each piece of equipment on the MIPR.

25.1.9.2.4.7. If the MIPR includes subassemblies, enter a complete listing of the required subassemblies, including the end item usage.

25.1.9.2.4.8. If the initiator requires DD Form 375, Production Progress Report, or equivalent reports for any items on the MIPR, make the following statement: "DD Form 375 reporting is required on this MIPR for production items".

25.1.9.2.4.9. Enter the buy authority and justification for each item on the MIPR.

25.1.9.2.4.10. All MIPRs are funded/committed before release to the purchasing activity. When MSD funds are applicable, the following must be stated on the MIPR: "This MIPR is within the operating program for the Materiel Support Division and is authority to incur obligations within the dollar limitation shown." The MIPR must contain the signature of the appropriate funds monitor within the product directorate. Funds expiration date must be annotated if applicable.

25.1.9.2.4.11. MIPRs are subject to the Interagency Acquisitions under the Economy Act (AFFARS 5317.5) and Air Force Requirements for Placing Orders (AFFARS 5317.502-90). This permits a federal agency to order supplies and services from another federal agency under certain conditions listed in the AFFARS. The decision by an AF activity to place interagency order under the Economy Act with an agency outside the DoD instead of contracting directly with a private source shall be documented in a written

Determination and Findings (D&F). The requiring activity shall prepare the D&F for approval at a level no lower than SES/Flag/General Officer in the requesting activity's chain of command.

25.1.9.2.4.12. For inter-agency MIPRs, the D&F shall be reviewed by the contracting officer acting in an advisory capacity, and who normally would have procured the requested goods or services. Once reviewed, the contracting officer forwards the D&F and any supporting documentation (e.g.,) adequate cost analysis documentation including sur-charge fees, Acquisition Strategy Panel review to a proper SES or General Officer for final approval.

Note: Statements that merely indicate that a requirement has been considered but not required will not be placed on MIPRs unless specifically required by this regulation.

25.1.9.2.4.13. For inter-agency MIPRs, the Economy Act requirements mandate that before any MIPR order is issued, the requesting activity must determine that (a) appropriate funding is available, (b) the order is in the best interest of the government, and (c) the goods and services required cannot be provided as economically or conveniently by contracting with a commercial source. Prior to funds certification, the contracting officer will review the MIPR to ensure compliance with the basic Economy Act. Contracting officer review is not required for MIPRs being assigned to mandatory sources specified in FAR Part 8. When assessing the cost of obtaining the supplies and services, agencies must consider all administrative fees as part of the total order cost, e.g., determine if economical and in the best interest of the government. Further, MIPR initiating organizations should use the usual established acquisition procedures. Documentation and/or attachments should accompany the MIPR as required.

25.1.10. Column c, Quantity: Enter the MIPR line item quantity. Indicate additional quantities such as options separately. Quantity cannot be zero, must be at least one or more.

25.1.11. Column d, Unit: Enter the Unit of Issue Code. This is a mandatory field. For example, use "LO" for services or data requirements. For items which have a non-definitive unit of issue include a note providing a quantitative expression. In special cases, such as paint and other liquids acquired in varying size containers, spell out the container size in block 9, and column b.

25.1.12. Column e, Estimated Unit Price: Enter the Unit Price. This is a mandatory field. If no unit price is available, it may be zero dollars and/or Not Separately Priced (NSP) or To Be Determined (TBD).

25.1.13. Column f, Estimated Total Price: Enter the MIPR total line item price. This is a mandatory field. Enter the extended unit price as multiplied by the quantity. If unit price is zero dollars, NSP or TBD, estimated total price will reflect the same.

25.1.14. Block 10: Provide attachments for delivery schedules, preservation and packaging instructions, shipping instruction and instructions for distribution of contracts and related documents.

25.1.15. Block 11, Grand Total: Enter the sum of all estimated total prices of all line items on the MIPR.

25.1.16. Block 12, Transportation Allotment. Enter allotment data for transportation of supplies at government expense if appropriate per DFARS 253.208-1.

25.1.17. Block 13, Mail Invoices To. Use this block to identify the name and address of the office to receive invoices and make payment. Complete the block only if:

25.1.17.1. The resulting contract is not to be paid by the Defense Contract Management Command or the Defense Finance Center, and

25.1.17.2. The office to receive invoices and make payment is known at the time of preparation of the MIPR.

25.1.17.3. If payment is to be made by an office designated to receive invoices, also enter the six position Pay Office DODAAD.

25.1.18. Block 14, Funds for Procurement. Enter allotment data for the acquisition of supplies. Enter each citation in Block 14 in the appropriation space as follows:

25.1.18.1. Accounting Classification Reference Number (ACRN). If the ACRN procedures of DFARS 204.7108 are used in the MIPR to relate allotment data to the MIPR item or delivery, enter the ACRN for each fund citation. (The acquiring department, when preparing the contract, is not required to use the ACRN assigned to a fund citation in the MIPR).

25.1.18.2. Appropriation. Enter the ten position as follows:

25.1.18.2.1. First and second – Treasury Department number identifying the department or agency to which the appropriation applies or has been transferred.

25.1.18.2.2. Third and fourth – Treasury Department number identifying the department or agency from which an appropriation has been transferred; leave blank if no transfer is involved.

25.1.18.2.3. Fifth and sixth – Identify the appropriation fiscal year. For multiple-year appropriations, the fifth position shall be the last digit of the first year of availability, and the sixth position shall be the last digit of the final year of availability. For annual appropriations, the fifth position shall be blank, and the sixth position shall be the last digit of the fiscal year. For no-year (continuing) appropriations, the fifth position shall be blank, and the sixth position shall be “X”.

25.1.18.2.4. Seventh through tenth – Treasury Department appropriation serial number.

25.1.18.3. Limit/Subhead. Use up to four characters; if less than four characters, leave empty spaces blank.

25.1.18.4. Supplemental Accounting Classification Data. Not to exceed 36 characters. Enter in accordance with departmental or agency regulations.

25.1.18.5. Accounting Station. Enter the six-character DODAAD code of the accounting station (not used with Navy and Marine Corps funds).

25.1.18.6. Amount. Enter the amount of each fund citation if more than one allotment is cited.

25.1.18.7. Additional Citations. If space is required for additional fund citations, include as an attachment and reference the attachment on the form.

25.1.18.8. When preparing a MIPR amendment, always fill out the basic information in Blocks 1 through 8. Fill out only those other blocks that vary from the data shown on the basic MIPR or a prior amendment. Insert “n/c” in items where there is no change.

25.1.18.9. Change of a disbursing office cited on a DoD funded MIPR does not require a MIPR amendment when the resultant contract is assigned for administration of the Defense Contract Management Command. The administrative contracting office may issue an administrative change order, copies of which will be provided to the contracting officer for transmittal to the requiring activity.

25.1.18.10. If using other station funds, annotate the funding document control number and attach the funding document to the MIPR.

25.1.19. Block 15, Authorizing Officer: Type the name and title of the designated person in The PR/MIPR Control Activity Office.

25.1.20. Block 16, Signature: Signature of person designated in block 15.

25.1.21. Block 17, Date: Enter the date when signed.

25.2. Attachments:

25.2.1. General:

25.2.1.1. Attachments to an AF MIPR may include forms, instructions, drawings, etc., which convey special data or instructions to be followed by the contracting activity.

25.2.1.2. When possible, prepare the attachments on approved forms designed for such use; otherwise, prepare them on plain reproducible paper. Do not use a continuation sheet to prepare attachments.

25.2.1.3. Place the applicable AF MIPR number on the top of each page of the attachments unless a space is provided on the form for this number.

25.2.1.4. The appropriate identification activity establishes and includes the item marking instructions on the MIPR attachment.

25.2.2. List of Attachments. The following are examples of what may be included as attachments to an AF MIPR. This list is not necessarily all-inclusive.

25.2.2.1. Any special supply study or contracting action required.

25.2.2.2. A MIPR Special Instruction Sheet is mandatory with each basic MIPR for distribution of contracts and related documents.

25.2.2.3. Sole/Selected source justification statement.

25.2.2.4. Shipping and marking instructions. Shipping Instructions. See paragraph 24.8 for procedures regarding shipping instructions.

25.2.2.5. Delivery schedule data, if adequate space is not available on the DD Form 448 or Continuation Sheet. The requiring department must clearly state the required time of delivery or performance in each MIPR, taking into consideration the normal administrative lead time of the particular commodity. Delivery and performance schedules on MIPRs must be realistic (see FAR 12.1). If the acquiring department cannot accept the delivery schedule in the MIPR, the acquiring department will note the revised schedule on DD Form 448-2, Acceptance of MIPR. Changes in the requested delivery schedule must be made by MIPR amendment. When a short delivery schedule is mandatory, the requiring department shall mark the MIPR "URGENT" in bold letters and provide justification in the marking. Requiring activities must provide MILSTRIP requisition

data prescribed in Appendix B of the MILSTRIP Manual for each line item which is to be delivered to each "ship to" address. Repetitive data applicable to all lines on the MIPR may be overprinted. The requiring activity will furnish estimated weight, cube, and dimensions for each line item or a statement explaining why this data is not available. The requiring activity shall include the name and telephone number of an individual who is thoroughly familiar with the MIPR, its attachments, and technical requirements. "Ship To and Mark For" addresses in shipping instructions must include the clear text identification and DODAAD code if assigned.

25.2.2.6. Preservation, packaging, and packing instructions. The MIPR package must include all preservation and packing requirements (per MIL-STD-2073) for the deliverable materiel for stock listed items. Inner/outer container marking (MIL-STD-129) determined by the packaging community, item markings and shelf-life markings (MIL-STD-130/MIL-STD-841) are reflected in the Item Marking Instructions. The packaging community is responsible for the preservation and packing information and any supplemental container marking instructions. The technical community is responsible for any supplemental item marking information. Preservation, packaging, and marking are not applicable when there is no physically deliverable product.

25.2.2.7. Funds breakdown sheet, if no space is available on the DD Form 448.

25.2.2.8. Maintenance data tables.

25.2.2.9. AFMC notes and tables.

25.2.2.10. Other special instructions, if no space is available on the DD Form 448.

25.2.2.11. Information for preparing and evaluating bids or quotes.

25.2.2.12. DD Form 1423, citing appropriate DIDS.

25.2.2.13. Program Checklist.

25.2.2.14. Contract Quality Requirements. This may be on an AFMC Form 807 or a plain sheet of paper.

25.2.2.15. An Urgent Justification Statement is required for those quantities not covered by the priority 1-3 backorders or non-stock listed requirements.

25.2.3. Number of copies. Prepare attachments to MIPRs in sufficient numbers so that each copy of a MIPR submitted to the acquiring department is complete with a copy of all attachments. It's mandatory that sufficient copies of Air Force manuals, TOs, regulations, letters, uncoordinated specifications, uncoordinated joint ANA bulletins, or ASD exhibits referenced or cited for use by the contracting activity accompany the MIPR. The initiating or coordinating office preparing or adding attachments to the MIPR is responsible for providing the required number of copies of attachments. Attach a copy of each attachment to each copy of the AF MIPR except for those copies marked "Information Only." Deviations from the above are authorized only when the documents to be a part of the AF MIPR are classified. Attachments concerning the provisioning area are governed by the current inter-service provisioning agreements and other policy in AFMCI 23-101.

25.3. Number of Copies Prepared for Coordination. The MIPR initiator prepares DD Form 448, with the exception of blocks 15, 16, and 17, and also prepares applicable attachments. The initiating activity reproduces sufficient copies and sends them to the coordinating acquisition function within the PR/MIPR Control Activity office according to applicable instructions for processing into the coordination cycle.

25.4. Urgent MIPR:

25.4.1. A MIPR for an urgent requirement to be purchased for the requiring activity must be identified as one of the following need categories:

25.4.1.1. Emergency requirement including critical items and the repair of critical items approved by the ALC Product Director or higher, PR/MIPR priority code A.

25.4.1.2. MICAP backorder. PR/MIPR priority code B. Written to satisfy Not Mission Capable Supply (NMCS/MICAP)/Mission Capability (MICAP) backorders and critical repairs/services which are considered equivalent to the urgency of a NMCS/MICAP backorder.

25.4.1.3. Priority 1-3 backorder. PR/MIPR priority code C. Written to satisfy MILSTRIP/MIL-STRAP priority 1-3 backorders.

25.4.1.4. Repair/overhaul, flight safety, engineering services or other requirements meeting the criteria for public exigent negotiation, not falling in code A, B, or C above, and special programs, use PR/MIPR priority code D.

25.4.1.5. Need date less than normal production lead time (PLT) plus minimum administrative lead time (ALT) or other urgency does not coincide with priority codes A through D, PR/MIPR priority code E.

25.4.2. The actual need date, no matter how unrealistic from a delivery standpoint and the PLT from the requirements computation is shown on the MIPR. The IM provides justification and any approval signatures required to support the priority handling appropriate for the need category.

25.4.3. The expedited contracting techniques available to the contracting officer range from the use of letter contracts, or unpriced BOA orders, down to public exigency negotiation. They may include such techniques as premium payments for overtime effort, solicitation on a "best delivery" rather than a "required delivery" basis with award based on delivery rather than price, and restricting solicitation to known sources. The contracting officer decides which of these techniques will be used for a specific requirement based on the justification and signature approval furnished by the initiator. Since these techniques require special handling by contracting personnel, they can be effectively applied only to a limited number of requirements. If all MIPRs are classified as urgent, none can be given priority treatment. Therefore, it's essential that the requirements and contracting community agree on the extent of priority handling to be applied to each of the MIPR need categories, balancing the needs of mission support with the resources available for priority handling.

25.4.4. As much as possible, MIPRs are processed in order of need category using the expedited contracting techniques consistent with the justification provided, and the requirements and contracting community agreement on the extent of priority handling. Where the actual need date is unrealistic, and the need category is of sufficient priority, the buyer solicits and awards on a "best delivery" basis; otherwise the buyer solicits using a realistic required delivery and notifies the initiator.

25.4.5. For amending routine MIPRs to urgent, see Chapter 27.

Chapter 26

COORDINATION, ASSEMBLY, AND DISTRIBUTION OF OUTGOING MIPRS

26.1. General: This chapter covers the coordination, assembly, and distribution of outgoing MIPRs.

26.2. Timely and Systematic Coordination. MIPRs must be coordinated in a timely and systematic manner to ensure prompt and effective use of resources.

26.2.1. The PR/MIPR Control Activity forwards AF MIPRs for simultaneous coordination by all involved activities.

26.2.2. Coordination time standards for AF MIPRs are the same as for PRs (Chapter 19).

26.3. Coordination Cycle:

26.3.1. After reviewing and recording the MIPR, process it through the required coordination cycle; follow the procedures in chapter 19.

26.3.2. When a MIPR is initiated using other station funds, the funding document must be attached.

26.4. Assembly:

26.4.1. After coordination has been completed, the PR/MIPR Control Activity assembles the MIPR into sets as outlined below prior to transmittal:

26.4.1.1. D Form 448.

26.4.1.2. All required attachments must be annotated with the MIPR number. The PR/MIPR Control Activity must make sure sufficient copies of all attachments are prepared and attached to each copy of the MIPR.

26.4.2. A coordinated copy returned from each coordination point is kept in the PR/MIPR Control Activity case files.

26.5. Distribution. The PR/MIPR Control Activity Will:

26.5.1. Send a signed, fully certified and coordinated copy with attachments to the appropriate contracting agency. The original signed copy of the MIPR is kept in the PR/MIPR Control Activity case files. Each copy intended to serve as an original must be annotated in capital letters "DUPLICATE ORIGINAL." The number of copies, in addition to a signed, reproduced copy, is dictated by the acquiring agency.

26.5.2. Send one copy to the MIPR initiator and Resource Advisor and others as locally determined.

Chapter 27

AMENDMENTS OR CHANGES TO AIR FORCE OUTGOING MIPRS

27.1. General: This chapter covers amendments or changes to AF outgoing MIPRs.

27.2. Preparing Changes: If changes occur to a basic AF MIPR prior to release by the initiator, retype the MIPR showing changes. If this is impractical, prepare an amendment to the MIPR. In case an amendment is prepared, send the basic MIPR with the amendment to the contracting activity simultaneously.

27.2.1. Prepare changes to an AF MIPR on DD Form 448.

Note: The AFMC Form 36F (Remarks) may be used as a continuation sheet for the DD Form 448.

27.2.2. Make sure all changes prescribed here give complete information as to the purpose of the changes, including the authority for the change, making reference to the basic AF MIPR number in all cases.

27.2.3. When preparing a MIPR amendment, always fill out the basic information in blocks 1 through 8. Fill out only those other blocks of the DD Form 448 that vary from the data shown on the basic MIPR or a prior amendment. All other blocks must have "NC" (no change) inserted. An amendment that changes an element of data in block 9a through f of the DD Form 448 must cite the line item number and elements of data changed. If the amendment changes the stock number, show the superseded stock number. If the amendment is for services, indicate for what type or for what equipment. This data is entered in block 9 of DD Form 448 with a purpose statement. When a line item is to be canceled, the line item number must be shown in block 9a and the word "CANCEL" annotated beside it in Block 9b.

27.2.4. Adequate copies of the amendment must be prepared and reproduced for necessary processing.

27.2.5. Only the initiating agency prepares amendments to its MIPRs.

27.2.6. The initiator of a MIPR amendment is responsible for including all copies required for management and control purposes.

27.2.7. Amendments to an AF MIPR are numbered with the basic MIPR number (Block 5) with a two-digit amendment number 01, 02, 03, etc. (Block 6, DD Form 448). MIPR amendments are submitted to the contracting activities in consecutive numbered sequence.

27.2.8. After preparing a MIPR amendment, if it is determined that the intended amendment will not be accomplished or accepted by the contracting activity, the initiator will:

27.2.8.1. If the amendment has not been released, destroy all copies of the amendment.

27.2.8.2. If the amendment has been released, prepare another amendment to change the MIPR to the original elements of data.

27.2.9. Changes to provisioned requirements must be accomplished in accordance with AFMCI 23-101.

27.3. All Changes. All changes to AF MIPRs, affecting the contents of the MIPR, whether prior to or after conversion to a contract, are processed by amendment.

27.3.1. Such changes might include.

27.3.1.1. Decrease or increase in quantity.

27.3.1.2. Decrease or increase in funds except when otherwise provided for on inter-service agreements. An amendment to the basic MIPR involving increase of funds will reflect the amount of the increase in Block 11 with an entry "Increase" immediately above that amount. An amendment with decrease in funds will reflect the amount of the decrease in Block 11 with an entry of "Decrease" above the amount. Add the following statement to the body that states "Adjusted total funds Committed in this MIPR including all amendments are \$_____".

27.3.1.3. Changes in part number, stock number, or drawing number.

27.3.1.4. Preservation, packaging, and packing instructions.

27.3.1.5. Specifications.

27.3.1.6. Delivery schedules.

27.3.1.7. Engineering change proposal

27.3.1.8. Changes to accounting classifications.

27.3.1.9. Amended shipping instructions.

27.3.1.10. Changes to, or addition of, DID requirements for materiel already cited in the MIPR.

27.3.1.11. Changing MIPR priority.

27.3.2. When a contracting activity advises that an AF MIPR requires a change, other than an increase in funds, the applicable PR/MIPR Control Activity must be notified of the required change by message or telephone depending on the urgency. The request must contain enough data such as the MIPR number, MIPR item number, the specific change required, including an explanation for the requested change. Upon receipt of such data, the applicable PR/MIPR Control Activity takes the required action regarding the requested change.

27.3.3. Initiate a new MIPR when a change covers additional items of supplies or services not provided for in the original MIPR.

27.4. Attachments to Air Force MIPR Amendments. Any attachments to the basic AF MIPR or previous amendment that is affected by another amendment must be completed and submitted with the amendment. Any new attachments required because of an amendment must also accompany the amendment.

27.5. Coordinating MIPR Amendments: Amendments must be coordinated with those organizations involved with the change being made. If the local accounting and finance office certified the basic MIPR, all amendments shall be coordinated through them.

27.6. Distribution. MIPR amendments are distributed according to Chapter 26.

27.7. Cancellation:

27.7.1. When MIPRs are subject to partial or total cancellation, the contracting activity must be notified by electronic or other immediate means before the amendment is submitted.

27.7.2. All total cancellation amendments must be marked "Cancellation" with bold letters or open-faced stamp diagonally across the face of the MIPR, so as not to wipe out any of the pertinent data.

27.7.3. If the items to be canceled have already been placed under contract, action will be taken in accordance with DFARS 208.7. Upon receipt of a copy of the termination settlement agreement, the requiring agency will prepare a MIPR amendment, if required, to remove any excess funds.

27.8. Cancellation of Provisioning Items. When provisioned items are to be canceled, the contracting activity must be advised by an electronically transmitted message. After the items have been incorporated into a contract as a firm-priced exhibit, reduction in requirements (RIR) action is taken.

27.9. Decommitment of Excess Funds. Timely recoupment of excess funds prevents complex reconciliation actions at a later date and makes excess funds available for other requirements.

27.9.1. Decommitment amendments must be prepared immediately as a result of the following:

27.9.1.1. Receipt of a DD Form 448-2 rejecting items and quantities.

27.9.1.2. Receipt of a DD Form 448-2 indicating category I (reimbursable) method of funding for a lesser amount than authorized on the MIPR.

27.9.1.3. Initial contract placement for category II (direct citation) method of funding for a lesser amount than authorized on the MIPR.

27.9.1.4. Return of an accomplished AF Form 837, **Follow - Up on Unobligated Air Force Military Interdepartmental Purchase Request** indicating the existence of excess funds.

27.9.1.5. Subsequent deobligations received from the contracting or contract administration activity.

Chapter 28

DISTRIBUTION OF DOCUMENTS RESULTING FROM AIR FORCE OUTGOING MIPRS

28.1. General: This chapter covers the distribution of documents resulting from AF MIPRs. The following requirements are established for documenting and distributing within AFMC:

28.1.1. MIPR acceptance (DD Form 448-2). The PR/MIPR Control Activity will retain the original and a copy will be sent to the MIPR initiator, resource advisor and accounting and finance.

28.1.2. Contractual Documents. The PR/MIPR Control Activity will retain the original and a copy will be sent to the MIPR initiator, resource advisor, and accounting and finance.

28.2. The PR/MIPR Control Activity will perform the following :

28.2.1. Surveillance to ensure receipt of required documentation. Note: Acquiring departments formally accept a MIPR (DD Form 448-2) as soon as practicable, but no later than 30 days after the receipt of the MIPR. If the 30-day time limit can not be met, the acquiring agency must inform the requiring agency of the reason for delay, and the anticipated date of MIPR acceptance. The acquiring agency must accept MIPRs in writing before the expiration of the funds (DFAR 208.7).

28.2.2. Distribution of documentation.

28.2.3. Reproduction of extra copies when needed to satisfy requirements cited above.

Chapter 29

FOLLOWUP ON AIR FORCE OUTGOING MIPRS

29.1. General: This chapter covers the follow-up on AF outgoing MIPRs. The PR/MIPR Control Activity will initiate follow up action to the acquiring agency. Acquiring agencies formally accept a MIPR (DD Form 448-2, Acceptance of MIPR), as soon as practicable, but no later than 30 days after the receipt of the MIPR. If the 30-day time limit can not be met, the acquiring agency must inform the requiring agency of the reason for delay, and the anticipated date of MIPR acceptance. The acquiring agency must accept MIPRs in writing before the expiration of the funds (DFAR 208.7)

29.2. Provisioning Order Follow up: The provisioning activity is responsible for all surveillance of those requirements and all follow up is processed through the same channels as the provisioning orders.

Chapter 30

INCOMING PURCHASE REQUEST AND MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (PR/MIPR) FROM OTHER GOVERNMENTAL AGENCIES

30.1. General: All information contained in the MIPR chapters is in accordance with FAR Part 8 and 17; DFARS Part 208 and 253; and AFFARS Part 5308.

30.1.1. PR/MIPR requests are received from other governmental agencies as a result of procurement assignments or interdepartmental agreements. Such requests will not be extracted to an AF purchase request, but may be combined with AF requirements on an AF contract. If non-definitized MIPRs are received for projects, etc, and it is not practical to accept the MIPR as category I, the MIPR may be extracted to other documents such as PRs, MIPRs, and AFMC Form 9. When extracting the requirement from an incoming MIPR to other documents, the incoming MIPR number and fund cite must be cross-referenced on the new document and on a DD Form 448-2. NOTE: Extractions are to be discouraged.

30.1.2. After receipt of the MIPR by the PR/MIPR Control Activity, no deviations may be made without the full coordination and approval of the requiring activity.

30.2. Forms Used. Only DD Form 448, AFMC Form 36, and AFMC Form 36 continuation sheets from other governmental agencies outside of DoD are accepted. DD Form 448-2 is used as the acceptance of each MIPR or other authorized PRs received from requiring agencies for supply or acquisition action. **Note:** The AFMC Form 36F (Remarks) may be used as a continuation sheet for the DD Form 448.

30.3. Terminology. For simplification, the term "MIPR" as referred to in chapters 30-34, is construed to include MIPRs and amendments from other governmental agencies outside the Air Force and all other authorized PRs including amendments received from any other AF agency.

30.4. Limitation:

30.4.1. Air Force can not control the standardization for preparing and submitting MIPRs initiated by other governmental agencies. However, Air Force requires the other military departments to comply with DoD directives, FAR, DFAR, implementing procedures, and joint agreements.

30.4.2. Governmental agencies other than DoD prepare their MIPRs in a manner as prescribed by FAR Part 8.

30.5. Number of Copies. Air Force requires governmental agencies to submit their MIPRs with a minimum of one signed original. A copy of each attachment must accompany each copy of the MIPR, except where such attachment is classified.

30.6. Submitting MIPRs. Governmental agencies submit their MIPRs to the cognizant PR/MIPR Control Activity office at the Air Force installation having contracting responsibility.

30.7. Specifications and Drawings :

30.7.1. The requiring activity provides the contracting activity with a list of specifications and related documents required for purchase. A reproducible copy of specifications and drawings peculiar to the

requiring activity must be attached to the incoming MIPR. There will be no deviations or waivers from the documents cited on the MIPR without express written authority of the requiring activity.

30.7.2. The submitting organization supplies specifications, standards, drawings, and related documents required for bid set preparation in support of MIPRs from their activities. Incoming MIPRs are not considered complete if specification data is not contained by attachment of a listing, or a reproducible copy, as appropriate. If the manufacturer's specifications or drawings are attached, a statement authorizing "reproduction for procurement purposes" must be in reproducible form if there's a requirement to prepare quantities for bid sets. The MIPR must have attached the required number of documents to support the bid set or reproducible masters from which the required copies can be made. The exception to this procedure is in those cases where acquisition method coding has been done according to DFARS Appendix E. In these cases, the custodian of the data package assigns the AMC/AMSC and supplies the current package to the contracting activity.

30.8. Incomplete MIPRs. Any incoming MIPR that has incomplete or erroneous information (missing signature, fund citation, packaging data, transportation data, etc.), that prevents the AF from taking all necessary action will not be processed for contracting action. It is held in suspense and rejected according to paragraph 34.4.

Chapter 31

SPECIAL INSTRUCTIONS FOR INCOMING PR/MIPRS

31.1. General. This chapter covers special instructions for Incoming PR/MIPRs. Inquiries are processed between initiating activities and the applicable PR/MIPR Control Activity.

31.2. Emergency PR/MIPR Actions. Emergency PR/MIPR action may be taken, and accepted electronically providing all necessary data are furnished. Action is not considered complete until the original signed and certified DD Form 448, or other authorized PR to confirm such action, is received.

31.3. Notification of Excess Funds Available for Withdrawal: As soon as all requirements on a MIPR have been satisfied (placed on a contract), the PR/MIPR Control Activity notifies the requiring agency with a letter or a revised DD Form 448-2, block 12b, by accounting classification, on each PR/MIPR, that funds are not required and may be withdrawn. This information is furnished to the PR/MIPR Control Activity by contracting as soon as obligation action is completed. The PR/MIPR Control Activity makes sure this action is done on a timely basis to make excess funds immediately available to the requiring agency for other acquisition.

Note: For items supplied by consolidated-reimbursable acquisition (Category I), the formal acceptance, DD Form 448-2, serves as the official notification of any excess funds on such items.

31.4. Cutoff Date:

31.4.1. Cutoff date for receipt of incoming Category II PR/MIPRs is established according to DFARS 208.7.

31.4.2. Unless otherwise agreed between the departments, May 31 is the cutoff date for the receipt of PR/MIPRs citing expiring appropriations which must be obligated by September 30 of that fiscal year. If circumstances arise which require the submission of PR/MIPRs citing expiring appropriations after the cutoff date, the requiring department will communicate with the acquiring department before submission to find out whether the acquiring department can execute a contract or otherwise obligate the funds by the end of the fiscal year. Acquiring departments will make every effort to obligate funds for all such PR/MIPRs accepted after the cutoff date. However, acceptance of a late MIPR does not constitute assurance by the acquiring department that all such funds will be obligated. The May 31st cutoff date does not apply to PR/MIPRs citing continuing appropriation (DFARS 208.7).

31.4.3. Each fiscal year on 1 August, PR/MIPR initiating activities must be advised of any PR/MIPRs on hand citing funds on which contracts can not be executed before the funds expiration date. If an unforeseen situation develops after 1 August which will prevent execution of a contract, the MIPR initiating activity must be advised by the fastest means and the PR/MIPR must be returned through the PR/MIPR Control Activity. A letter of transmittal authorizing direct purchase (DFARS 208.7) must accompany these PR/MIPRs.

31.4.4. PR/MIPRs are subject to the Interagency Acquisitions under the Economy Act (FAR Part 17.5) and Air Force Requirements for placing orders. This permits a federal agency to order supplies and services from another federal agency under certain conditions listed in the FAR.

Chapter 32

AMENDMENTS FOR INCOMING PR/MIPRS

32.1. General. Action taken must be according to DFARS Part 208 and 253. Amendments may be received for changing, adding, and canceling any or part of, or all of a requirement. Amendments are only coordinated within involved activities (i.e. packaging, transportation, etc.). Category I amendments must be coordinated through the Action Point. Category II amendments must be coordinated with the contracting activity.

32.2. Increase in Funds. All requests for additional funds must be processed through the PR/MIPR Control Activity to the requiring agency that initiated the PR/MIPR. A PR/MIPR amendment must be submitted by the requiring activity for the additional funds.

32.3. Cancellation/Termination: The requiring agency notifies the AF of partial or total cancellation of requirements electronically, which must then be followed up by an amendment. The PR/MIPR Control Activity, in coordination with the contracting activity, processes the cancellation according to DFAR Part 208.

32.3.1. Amendments are required from the initiating agency for all cancellations or termination, partial or complete when MIPRs are subject to partial or total cancellation, the contracting activity must be notified by electronic or other immediate means before the amendment is submitted.

32.3.2. Rejected PR/MIPRs are returned according to Chapter 34.

32.4. Preparing Amendments:

32.4.1. DoD agencies must prepare amendments on DD Form 448. If more space is required, AFMC Form 36F can be used as a continuation sheet. Blocks 1 through 8 must always be completed. Only those that are affected by the change need to be completed.

32.4.2. Other agencies will prepare PR/MIPRs according to FAR Part 8 and DFARS 253. Pertinent information will be filled out for immediate reference to the PR/MIPR being changed and the changes requested.

32.5. Acceptance of an Amendment: A DD Form 448-2 must be completed for all PR/MIPR amendments. Unless otherwise agreed, provide the requiring department at a minimum, an original of each DD Form 448-2 and a copy of the amendment (DD Form 448).

Chapter 33

CONTROL AND COORDINATION FOR INCOMING PR/MIPRS

33.1. General: This chapter covers control and coordination for Incoming PR/MIPRs:

33.1.1. Incoming PR/MIPRs must be recorded upon receipt and accorded the same fast processing as AF initiated PRs. The AF PR/MIPR Control Activity determines, along with involved staff and operating activities, the coordination needed to provide a PR/MIPR package to the contracting activity, complete in all respects, to ensure prompt contractual placement. PR/MIPRs will be tracked in J041 in accordance with AFMCM 64-104, Volume 4.

33.1.2. The PR/MIPR Control Activity must keep a record of incoming PR/MIPRs in accordance with paragraphs 3.1.1 and 3.1.1.3.

33.1.3. The PR/MIPR Control activity will act as focal point for all incoming PR/MIPRs. The PR/MIPR Control activity will identify the accepting activity, attach a DD Form 448-2 to the PR/MIPR package, and then forward the PR/MIPR package to that activity for acceptance or rejection. (See Chapter 34).

33.1.4. Follow ups from the requiring activity must be processed through the PR/MIPR Control activity.

33.2. Screening for Stock Availability:

33.2.1. Upon receipt of incoming PR/MIPRs, the IM/MM will determine whether assets are available for shipment or if assets must be procured.

33.2.2. When the items are to be furnished from stock, the PR/MIPR will be rejected and the requestor will be instructed to submit a funded requisition. When there's a doubt as to the acceptability of an item from stock due to suitability or substitution (including interchangeable items), the IM contacts the requiring agency directly to ascertain whether the item is acceptable, before rejecting the MIPR. The IM is responsible for furnishing the requiring agency any required technical data on any item that must be furnished from Air Force assets in order for the requiring agency to make a determination on the suitability of the substitution.

33.2.3. If the item is to be procured by the AF, the PR/MIPR will be accepted as a Category II for contracting action.

33.3. Preparing and Processing Documentation:

33.3.1. The Responsible Acquiring Activity:

33.3.1.1. Determines whether items are available from AF stocks, existing contracts, must be purchased, or if service can be performed.

33.3.1.2. If items are to be furnished from stock, PR/MIPR will be rejected and the requestor will be instructed to submit a funded requisition. If the item is to be procured by the AF, the PR/MIPR will be accepted as a Category II for contracting action.

33.3.1.3. If items are to be furnished from an existing contract, the PR/MIPR will be rejected and a funded requisition will be requested in order to divert the assets from an existing contract. An ASI (AFMC Form 270) will be prepared in accordance with Chapter 20.

33.3.1.4. If there is a service/action to be performed by the acquiring activity, the PR/MIPR will be accepted as Category I.

33.3.1.5. All PR/MIPR acceptance/rejections with appropriate documentation attached will be processed through the PR/MIPR Control activity for appropriate action.

33.3.2. The PR/MIPR Control Activity:

33.3.2.1. Makes sure actions are taken within processing time standards defined in DFARS 208.7.

33.3.2.2. Review and ensure that information on the DD Form 448-2 is complete and that all of the required attachments are included.

33.3.2.3. Sends copies of Category I PR/MIPRs and acceptances to the appropriate accounting and finance activity.

33.3.3. The Accounting and Finance Activity:

33.3.3.1. Keeps a suspense file of transactions to be matched against the appropriate D050 system-billing list.

33.3.3.2. Prepares appropriate billing documentation, and processes it according to normal procedures.

33.4. PR/MIPRs Requiring Provisioning Action: Provisioning actions of PR/MIPRs with a requirement for initial or follow-on repair parts or Support Equipment are done according to AFMCI 23-101, or applicable interdepartmental provisioning agreements.

33.5. Coordination Procedures:

33.5.1. The PR/MIPR Control Activity obtains coordination from all required activities as prescribed in chapters 3 and 19.

33.5.2. For all Category I PR/MIPRs: If instructions in the PR/MIPR require the accounting and finance office to set up special controls or submit special reports, then coordination must be obtained from the accounting and finance office before the DD Form 448-2 can be completed. If the accounting and finance office has not coordinated on the PR/MIPR prior to acceptance, full responsibility for the PR/MIPR will be that of the accepting office. Reporting requirements by the accounting and finance office are subject to availability.

33.5.3. PR/MIPR amendments are coordinated only with involved activities.

33.5.4. When a coordinating activity discovers an apparent discrepancy in the PR/MIPR to the extent that contractual placement may be delayed, immediate action must be taken through the PR/MIPR Control Activity to obtain clarification from the PR/MIPR initiating agency.

33.6. Follow up and Expediting. PR/MIPRs for urgent and essential support items must be given priority and processed faster than those not in this category (Chapter 8).

33.7. Assembly and Transmittal after Completion of Coordination: Assemble the documentation according to chapter 19 and send to the contracting activity.

33.8. Rerouting of Incoming PR/MIPRs: When a PR/MIPR is received containing all items which requires purchase at another AFMC activity, the PR/MIPR is forwarded to the PR/MIPR Control activity at that contracting activity who notifies the requiring activity of the forwarded action taken. If a PR/MIPR is received with items which are split between two acquiring AFMC activities, the items that belong to the initial receiving activity are accepted and the items that belong to another AFMC activity are rejected back to the requiring activity informing them to submit PR/MIPR for the rejected requirement to the appropriate AFMC activity.

33.9. Identification: The PR/MIPR Control Activity must make sure the documents resulting from incoming PR/MIPRs reference the incoming PR/MIPR and/or PR/MIPR amendments number. This includes contractual documents, correspondence, etc. In addition to the PR/MIPR and PR/MIPR amendment reference, the reference must also include the quantity, dollar value, and PR/MIPR Line Item number for each item.

Chapter 34

ACCEPTANCE OF INCOMING PR/MIPRS

34.1. General:

34.1.1. Acquiring departments formally accept a PR/MIPR on a DD Form 448-2 as soon as practicable, but no later than 30 days after receipt of the PR/MIPR by the PR/MIPR Control Activity. If the 30-day time limit cannot be met, the acquiring department must inform the requiring department of the reason for the delay, and the anticipated date the PR/MIPR will be accepted. The acquiring department must accept/reject PR/MIPRs in writing before expiration of the funds.

34.1.2. DD Form 448-2 will be prepared for all incoming PR/MIPR basics and amendments.

34.1.3. The acquiring department in accepting a PR/MIPR will determine whether to use Category I (reimbursable funds citation) or Category II (direct funds citation) methods of funding. For funding and accounting purposes, PR/MIPRs may be divided between or into the following categories:

34.1.3.1. Category I Method of Funding (Reimbursable): Reference DFARS 208.7.

34.1.3.1.1. Category I PR/MIPRs may be filled by local manufacture production or services rendered by an AF activity.

34.1.3.1.2. When the acquiring activity accepts a PR/MIPR for category I funding, the funds of the acquiring activity will be used and reimbursed by the requiring activity. The DD Form 448-2 is the authority for the requiring activity to record the obligation of funds to be used for the reimbursement.

34.1.3.1.3. The acquiring activity will annotate the DD Form 448-2 if contingencies price revision or variation in quantity is anticipated. The acquiring agency will periodically advise the requiring agency, prior to submission of billing, of any changes in the acceptance figures so the acquiring agency may issue an amendment to the PR/MIPR and the recorded obligation may be adjusted to reflect the current price.

34.1.3.2. Category II Method of Funding (Direct Citation): Category II PR/MIPRs include orders for supplies, materials, equipment, or services accomplished by contracting action by the acquiring activity using direct funds cite of requiring activity.

34.1.3.2.1. When all awards have been placed to satisfy the total PR/MIPR requirement, any unused funds remaining on the PR/MIPR become excess to the acquiring activity. The acquiring activity must immediately notify the requiring activity of excess funds by submitting a revised DD Form 448-2. The requiring activity must at that time submit an amendment to withdraw the funds.

34.1.3.2.2. When the acquiring activity requires additional funds to complete the contracting action for the requiring activity, the request for additional funds must identify the exact items involved and the reason why additional funds are required. The acquiring activity will notify the requiring activity of request for additional funds by submitting a revised DD Form 448-2. The requiring activity must at that time submit an amendment to provide the additional funds or reduce the requirement.

34.2. Completion of DD Form 448-2.

34.2.1. The accepting activity will complete the DD Form 448-2 (in accordance with DFARS Part 53) as follows (complete only the applicable blocks):

34.2.1.1. Block 1, TO. Enter the requiring activity address/Zip Code. Also include the POC name, office symbol, and phone number if available. (Extract from Block 2 of DD Form 448).

34.2.1.2. Block 2, MIPR NUMBER. Extract from Block 5 of DD Form 448.

34.2.1.3. Block 3, AMENDMENT NO. Extract from Block 6 of DD Form 448.

34.2.1.4. Block 4, DATE (PR/MIPR Signature Date). Extract from Block 17 of DD Form 448. (Enter YY/MM/DD)

34.2.1.5. Block 5, AMOUNT (As Listed on the PR/MIPR). Extract from Block 11 of DD Form 448.

34.2.1.6. Block 6, The PR/MIPR identified above is accepted and the items requested will be provided as follows: (Check as applicable). Check the specific terms under which the MIPR is being accepted.

34.2.1.7. Block 7, PR/MIPR Item Number(s) Identified in Block 13, "Remarks" is Not Accepted (Is Rejected) for the Reasons Indicated. If any one of the MIPR line items is not accepted, check Block 7 and record the affected PR/MIPR line item number and reason in Block 13.

34.2.1.8. Blocks 8 and 9.

34.2.1.8.1. Block 8: To be provided through reimbursement (Category I)

34.2.1.8.1.1. Item No.

34.2.1.8.1.2. Quantity

34.2.1.8.1.3. Estimated Price

34.2.1.8.1.4. Total Estimated Price

34.2.1.8.2. Block 9: To be procured by direct citation of funds (Category II)

34.2.1.8.2.1. Item No.

34.2.1.8.2.2. Quantity

34.2.1.8.2.3. Estimated Price

34.2.1.8.2.4. Total Estimated Price

34.2.1.8.3. Use Blocks 8 and 9 only—

34.2.1.8.3.1. When Block 6c acceptance is indicated (indicate the MIPR line item numbers that will be provided under each method of financing in Blocks 8a and 9a, respectively); or

34.2.1.8.3.2. If quantities or estimated costs cited in a PR/MIPR require adjustment (list the affected PR/MIPR line item numbers together with the adjusted quantities or estimated costs in the columns provided under blocks 8 and 9 as appropriate).

34.2.1.9. Block 10, Anticipated Date of Obligation for Category II Items. Whenever a PR/MIPR is accepted in part or in total under Category II funding, forecast the estimated date of contract award.

34.2.1.10. Block 11, Grand Total Estimated Price of All Items. Enter the total amount of funds required to fund the PR/MIPR items as accepted.

34.2.1.11. Block 12, Funds Data (Check if Applicable). Complete this block only in those cases where the amount recorded in Block 11 is not in agreement with the amount recorded in Block 5. This will serve either:

34.2.1.11.1. As a request to the requiring department to issue a PR/MIPR amendment to provide the additional funds; or

34.2.1.11.2. 12b. Authority for the requiring department to withdraw the available excess funds: When funds of two or more appropriations are involved, provide proper breakdown information in Block 13.

34.2.1.12. Block 13, Remarks. Use this block to record:

34.2.1.12.1. Justification, by PR/MIPR line item, for any additional funds required;

34.2.1.12.2. Explanation for rejection of PR/MIPR whether in part or in total;

34.2.1.12.3. Appropriation and subhead data cited on the PR/MIPR; and

34.2.1.12.4. Other pertinent data.

34.2.1.12.5. For PR/MIPRs accepted as Category I reimbursement, the organizations fund cite including the sales code that will be reimbursed must be annotated here. This is necessary to create an unfilled customer order to insure the reimbursement process takes place. Operating Location (OPLOC) cannot process reimbursements without this information.

34.2.1.13. Block 14, Accepting Activity (Complete Address). Enter complete address, zip, and phone number.

34.2.1.14. Block 15, Typed Name and Title of Authorized Official.

34.2.1.15. Block 16, Signature. Signature of Authorized Official in Block 15.

34.2.1.16. Block 17, Date. Enter the date signed.

34.2.2. Upon completion of DD Form 448-2, the accepting activity will forward to the PR/MIPR Control Activity the signed copy of the DD Form 448-2 and the completed PR/MIPR package including all applicable attachments.

34.2.3. The PR/MIPR Control Activity will forward to the requiring agency the DD Form 448-2 for the acceptance or rejection of each incoming PR/MIPR no later than 30 days after its receipt by the PR/MIPR Control Activity. If acceptance can not be accomplished within 30 days, the requiring agency must be notified of the reasons for delay and the date the acceptance will be forwarded.

34.2.4. Acceptances are submitted directly to the requiring agency. If no instructions are attached, the signed original and three copies must be submitted. Local distribution of copies, in addition to those required by the requiring agency, is as follows:

34.2.4.1. One copy to the installation accounting and finance activity according to local requirements, if applicable (for Category I funding method in all cases).

34.2.4.2. One copy to be retained by the PR/MIPR Control Activity.

34.3. Changes after Air Force Acceptance. No changes may be made on any item on a PR/MIPR after the Air Force acceptance has been sent to the requiring agency without prior authorization of that agency.

34.4. Rejection of PR/MIPR:

34.4.1. When a PR/MIPR is rejected, the DD Form 448-2 is prepared in the usual manner, with entries only in applicable spaces, and with the words "Document Rejected" and the reasons in the remarks space.

34.4.2. When a PR/MIPR is received containing all items which requires purchase at another AFMC activity, the PR/MIPR is forwarded to the PR/MIPR Control activity at that contracting activity who notifies the requiring activity of the forwarded action taken. If a PR/MIPR is received with items that are split between two acquiring AFMC activities, the items that belong to the initial receiving activity are accepted and the items that belong to another AFMC activity are rejected.

34.4.3. The PR/MIPR is accepted only for those items (identify) being acquired by the Air Force.

34.5. Acceptance of PR/MIPR:

34.5.1. PR/MIPRs will only be accepted for those requirements that will be accomplished by the acquiring activity.

34.5.2. When a PR/MIPR is only partially accepted, the acquiring activity will annotate the DD Form 448-2 specifically stating which portion will be accepted and which portion will be rejected. The requiring activity must submit a PR/MIPR amendment deleting any items not accepted.

34.5.3. The requiring activity must submit a new PR/MIPR for the non-accepted items directly to the applicable acquiring activity.

TERRY L. GARBRESKI, Brig General, USAF
Director of Logistics

Attachment 1**PR/MIPR PRIORITY CODES**

Number of Characters One
Type of Code Alphabetic
Definition Code assigned to the PR/MIPR denoting the priority for which the Item is to be purchased

CODE	EXPLANATION
R	Routine Requirement
E	Need date less than normal production lead time (PLT) plus minimum administrative lead time (ALT)
Urgent requirement	Enter the code applicable to one of the following reasons for urgency:
A	Emergency requirement (including Critical Items) approved by the ALC Product Directorate or higher.
B	MICAP backorder
C	Priority 1-3 backorder
D	Repair/overhaul or service requirement meeting the criteria for public exigency negotiation. Electronic Warfare Quick Reaction Capability (EWQRC) priority

Note: All incoming Urgent PR/MIPRs should be coded with PR/MIPR Priority Code D.

Attachment 2**PR/MIPR REQUIREMENTS COMPUTATION SUPPRESSION CODE (RCS)**

Number of Characters One
Type of Code Alphabetic
Definition To suppress consideration of the line item in requirements, computation system,
 an unprogrammed requisition.

CODE	EXPLANATION
S	To prevent any type of requirements from overlaying to computations systems when appropriate
X	Delete previous Code "S" action (Suppression Code)

Attachment 3**PR/MIPR CANCELLATION REASON CODE**

Number of Characters Two

Type of Code: Alphanumeric

Definition Two-digit code used to cancel PR/MIPR or line item. First position is B (cancel entire PR/MIPR) or L (cancel PR/MIPR line item only). Second position codes are listed below.

SECOND POSITION CODE	EXPLANATION
1	Stock Balance Incorrect
2	Item Already on Order
3	Program Change From Higher Headquarters
4	Substitute Item Available In stock
5	Wrong Source Selected
6	Change in Consumption Rate
7	Wrong Item Ordered
8	Obsolete Item Ordered
9	Customer Requested Cancellation
L	No Quotation/Bid Received
M	Funds Not Available
N	Known Source Phased Out
O	Excessive Price Quotation
P	Item No Longer Manufactured
Q	Item Will Be Local/Depot Manufactured
R	Next Higher Assembly Will be Procured
S	Item Available From Other Source

Attachment 4**PR/MIPR COORDINATING ACTIVITY CODES/TRANSACTION/CARD CODES**

Number of Characters Two

Type of Code Alphanumeric

Definition A means of identifying to the J041 system that specific required actions have been accomplished by designated control points.

CODE	EXPLANATION
A	Prepared by PR/MIPR Initiator
A1	PR/MIPR signed by Requirements Function
B	Reproduction accomplished
C	The PR/MIPR Control Activity (release of PR/MIPR for coordination)
F	Engineering Data
G	ALC Use
H	Service Engineering or ALC Use
I	Packaging Branch
J	Transportation Branch
K	Accounting and Finance
L	Quality Assurance
M	Technical Orders or ALC Use
R or RW	The PR/MIPR Control Activity (Release of PR/MIPR to contracting)
RH	The PR/MIPR Control Activity (Release of PR/MIPR to contracting as a "Request for order to contract number")

Attachment 5**PR/MIPR ACTIVITY CODES/TRANSACTION/CARD CODES****Document Level Transaction/Card Codes**

CODE	EXPLANATION
C	Establish basic detail
BC	Correction to basic detail (used by the PR/MIPR activity only)
BD	Amendment to basic detail before contract award
BL/S, B1/9	Total cancellation. Second position is reason for cancellation
BX	Amendment after contract award without line items
R or RW	Return to Contracting after Requirements rework
QS	In Requirements Rework before R transaction
QW	Release from Requirement Rework before R transaction
XX	PR/MIPR Number Correction

Line Item Level Transaction/Card Codes

LA	Establish line item detail report as due-in. Basic PR/MIPR only
MA	Establish line item detail. Do not report as due-in. Basic PR/MIPR only.
LC	Correct line item detail. Use for line items established with LA or LK transactions. To be used by the PR/MIPR Control Activity function only
MC	Correct line item detail. Use for line items established with MA or MK transactions. To be used by the PR/MIPR Control Activity function only
LD	Amend line item. Use for line item established with LA or LK transactions
MD	Amend line item. Use for line item established with MA or MK transactions
LK	Add new line item. Report as due-in. Amendments only
MK	Add new line item. Do not report as due-in. Amendments only
LL/S, L1/9	Cancel line item. Second position is reason for cancellation.
XX	L/I Number correction

Note: To change MA to LA, put PR/MIPR into rework (use re-work code 89) and input LC transaction (PR/MIPR number, amendment number, L/I, NSN, and PDIC only). Prior to using rework code 89, research and verify PR/MIPR is NOT in exception reason 65. If document is in exception reason 65, contact appropriate contracting personnel for reversal of exception reason 65. DO NOT INPUT REWORK CODE 89 UNTIL EXCEPTION REASON 65 HAS BEEN REMOVED.

Attachment 6**PR/MIPR TYPE LINE ITEM**

Number of Characters One

Type of Code Alphanumeric

Definition Code identifies, for reporting purposes, the general classification or reason by line item for supplies and services being purchased. Source: coded PR/MIPR document

POSITIONCODE	EXPLANATION (To be assigned to basic PR/MIPR)
1	Replenish Spares
2	End Items/Replacement items
3	Modification Kits
4	Modification Services
5	Repair/Overhaul Services
6	Data
7	Printing
8	Engineering Services
9	Storage Services
0	Initial Spares (Provisioning)
A	Experimental, Development, or Research
B	Combination of Type L/I 4 and S
C	Combination of Type L/I 4 and T
D	Combination of Type L/I 5 and S
E	Combination of Type L/I 5 and T
F	Combination of Type L/I W and S
G	Combination of Type L/I W and T
H (Note)	J023 Final PR Preparation
J	AF-Non-AFMC Funds for Replenishment Spares
L	AF-Non-AFMC Funds for other than Replenishment Spares
M	Depot Maintenance Industrial Funds
N	Overhaul Kits
Q	Field Teams
R	Reclamation
S	Readiness Spares Package (RSP)(spares kits)
T	Readiness Spares Package (Purpose Code B, D to P)
U (Note)	J023 Automated Delivery Order for Maintenance and Repair
V	Advance or Planning PR/MIPR (Materiel Requirements or Data) (Due-In)
W	Advance or Planning PR/MIPR (Maintenance or Services) (Non Due-In)
Y (Note)	J023 Automated Delivery Order, Spares Acquisition
Z	Industrial Readiness Mobilization Planning (IRMP)

Note: Machine assigned. Not valid for manually prepared input.

Attachment 7

PR/MIPR SPECIAL (PSEUDO) STOCK CLASS ASSIGNMENTS

Number of Characters Four
 Type of Code Numeric
 Definition The pseudo code provides a processing code in lieu of an NSN when other than NSN items are being procured. Enter code on PR or MIPR (in lieu of an NSN) in block 8b on PRs and block 9b on MIPRs (opposite the line item number). The pseudo stock class code will be followed by a description of what is being acquired.

CODE	EXPLANATION
0000	Provisioning
0001	Data and First Article
0002	Services (includes contract technical services, research, development, test and evaluation, etc.)
0003 (Note 2)	Repair and overhaul
0004 (Note 2)	Modification and retrofit
0005 (Note 1)	Indefinite Quantity Contract
0006 (Note 1)	Requirements Type Contract
0007 (Note 1)	Catalog Type Contract
0008	Central Procurement funds for stock listed items on maintenance contracts (reimbursable)
0009	First destination transportation (FDT) charges (e.g., on MIPRs sent to General Services Administration (GSA) for commercial vehicles)
0010	Technical Orders and Technical Manuals (TOs and TMs)
0011	Warranties

Note 1: Pseudo codes 0005, 0006, and 0007 are applicable only on unfunded line items.

Note 2: Funded line items for repair or overhaul will cite pseudo code 0003. Funded line items for modification or retrofit will cite pseudo code 0004.

Attachment 8**PR/MIPR TYPE REQUIREMENT**

Number of Characters One

Type of Code Numeric Type of Code: Numeric

Definition A code entered on the PR/MIPR by the IM. This code enables tracking of funds spent in support of the following requirements.

CODE	EXPLANATION
2	Non-Foreign Military Sales (FMS)
3	Foreign Military Sales (FMS)

Attachment 9**TYPE PR/MIPR**

Number of Characters Two
 Type of Code Alphanumeric
 Definition Identifies the PR/MIPR document as incoming with the identity of the originator, or as outgoing with the identity of the destination.

FIRST POSITION CODE	EXPLANATION
1	Air Logistics Center-Originated (ALC) PR
2	Air Logistics Center (ALC)-Originated MIPR
3	Incoming PR
4	Incoming MIPR
5	Incoming PR/MIPR for Coordination Only
6	Spares Acquisition Integrated with Production (SAIP)

(When Position 1 is Code 1 or 2, the second position is the destination. When Position 1 is Code 3, 4, 5, Position 2 is the originator of the PR/MIPR).

SECOND POSITION CODE	ORIGINATOR/DESTINATION
1	Locally purchased (required for SAIP PRs)
2	AFRL/IFK – Rome Research Site
3	AF Eastern Test Range (AFETR)
4	AF Aerospace Medical Division (AFAMD)
5	Oklahoma City Air Logistics Center (OC-ALC)
6	Ogden Air Logistics Center (OO-ALC)
7	San Antonio Air Logistics Center (SA-ALC)
8	Sacramento Air Logistics Center (SM-ALC)
9	Warner Robins Air Logistics Center (WR-ALC)
A	US Army
C	DSCC – Defense Supply Center Columbus
D	Aeronautical System Center (ASC)
E	DSCC – Defense Supply Center Columbus
F	Defense Supply Center Columbus (DSCC)
G	DSCR – Defense Supply Center Richmond
H	Andrews AFB
K	US Coast Guard
L	ESC – Electronics Systems Center

M	Defense Industrial Supply Center (DISC)
N	US Navy
P	Defense Personnel Support Center (DPSC)
R	National Aeronautics and Space Administration (NASA)
S	Armament Development and Test Center (ADTC)
U	SMC - Space and Missile Center
V	AEDC - Arnold Engineering Development Center
W	Headquarters AFMC, WPAFB
Y	AFFTC/PKAE – Edwards Research Site
Z	Other Government Agencies

